



### **SCGA Junior:**

SCGA Junior's mission is to engage under-served youth in the lifelong benefits of golf so that they can achieve their dreams and potential. We're passionate about building the junior golf community and developing new initiatives and opportunities to help juniors grow through golf. Through its programs, SCGA Junior fulfills its mission by achieving the following goals:

- Creating affordable access to golf for all youth
- Teaching smart decision-making skills both on and off the course
- Developing a culture of healthy lifestyles

The SCGA Junior Golf Foundation was founded in 1983 through a gift from the PGA Championship, which was played at Riviera Country Club. It is the charitable arm of the Southern California Golf Association, which is one of the nation's oldest and largest amateur golf associations.

### **Available Position: Program Coordinator, Golf (Full-time)**

The Program Coordinator serves as an ambassador to the golf community and should be comfortable interacting, networking, nourishing, and developing the community for the betterment of the game and the juniors we serve. With a membership of more than 5,000 junior golfers, this individual will be responsible for managing and supporting the program operations of SCGA Junior with a particular emphasis on golf activities. This is not a teaching/instruction position. The Program Coordinator will work full-time in the SCGA office and oversee the day to day operations and development of the Golf Pass, Club Outings, and Equipment Exchange programs. This includes processing memberships, interacting with customers and facility managers, recruiting new members, and expanding the annual golf activities calendar, with a specific focus on creating more opportunities for juniors and families to play golf. Additional duties will include, but are not limited to, preparing for donor golf outings, supporting the scholarship program, and data tracking.

The Program Coordinator reports to the Program Director, works closely with the Director of Instruction, and is supported by the Boatwright intern and other part-time or volunteer interns. The Program Coordinator also assists with development as needed and serves as a representative for the SCGA and SCGA Junior to members, constituents, and the public.

### **Requirements:**

- Bachelor's degree (B.A.) from a four-year college or university. 1-3 years of youth development experience, preferably in sports. Golf and fund raising experience is preferred. Should be able to demonstrate clear passion and experience for working with youth and in sports.
- Must have excellent oral and written communication skills; must be detailed oriented, well-organized, and have strong analytical and interpersonal skills.
- Ability to integrate diverse viewpoints, ideas, and opinions working with staff, Board of Directors, and industry stakeholders.



- Must be willing to learn, be a good team member, be self-motivated, and bring a creative energy to the position.
- Proficient in using Microsoft Office and ability to learn program and development software.

**Working in the SCGA's Junior Golf Department:** Love working with kids? Passionate about making a difference? Join this face-paced team of golf and sports enthusiasts to create, innovate and grow the game through work with juniors. Work effectively in a team environment that thrives on development, expansion, and participation. Only those passionate about youth development and/or golf need apply.

**Compensation and Benefits:**

Salary commensurate with experience. Benefits include medical, dental, vision and other group insurance; paid holidays, vacation, and sick leave; and other employer-sponsored benefits.

**Submissions:**

Qualified individuals who meet the job requirements should submit their resume with a cover letter indicating "Program Coordinator" in the subject line via e-mail to Jennifer Seislove at [jseislove@scga.org](mailto:jseislove@scga.org).