



JOB POSTING
GEORGIA STATE GOLF ASSOCIATION

Title: Director, Junior Golf

Location: Marietta, Georgia

About the GSGA:

Founded in 1916, the Georgia State Golf Association (GSGA) received its official charter on June 24, 1924. Since that date, the GSGA has grown to one of the largest state amateur golf associations in the country, with nearly 350 member clubs and 75,000 individual members. With a mission to promote and preserve amateur golf in the state of Georgia, GSGA offers a computerized handicapping service, course rating and measuring, and annually conducts a full schedule of statewide competitions for men and women of all age groups. Other services include statewide junior golf and Adaptive Golf programs, award-winning *Golf Georgia* magazine, membership recognition and rewards programs, management of the Georgia Golf Hall of Fame and a charitable foundation administering two college scholarship programs.

Position Summary:

The Director, Junior Golf position reports to the GSGA's Executive Director and is responsible for overseeing the day-to-day management of the association's Georgia Junior Golf program which is a competitive tour with over 1,200 members offering 100+ tournaments for golfers of all abilities. This position requires a good working knowledge of the Rules of Golf and tournament operations. The Director, Junior Golf also serves as head of the GSGA's Junior Golf Department and leads a team of one full-time staff (Manager, Junior Golf), three seasonal interns and 50+ tournament staff who conduct the program's events and activities. This position requires the ability to travel (approximately 30-40 days per year) and work several weekends throughout the year.

Duties Include:

- Lead Georgia Junior Golf staff and manage day-to-day activities of the Junior Golf Department.
- Scheduling, planning and oversight of all Georgia Junior Golf related events.
- Recruit, hire, evaluate and train all full-time and seasonal staff members.
- Prepare annual departmental budget.
- Provide customer support relating to membership and event registrations, website and mobile applications.
- Manage corporate partnerships and ensure execution of related deliverables.
- Assist Executive Director with managing allied junior golf association relationships.
- Serve as staff liaison to GSGA Junior Golf Committee.
- Additional duties assigned as necessary.

Knowledge, Education, Skills & Abilities:

- Working knowledge of Rules of Golf and how to conduct a competition is required.
- Minimum of three years' relevant work experience administering and conducting competitions is required.
- Previous management experience is preferred.
- Previous experience working with BlueGolf products is preferred.
- Previous experience managing corporate partnerships is highly desirable.
- Strong attention to detail, written and verbal communication skills, organizational skills and work ethic.
- Working knowledge of all Microsoft Office and Windows applications.
- Ability to prioritize and problem solve in a time sensitive environment.
- Demonstrated ability to think critically, provide analysis, solve problems, and collaborate with individuals at all levels inside and outside the organization.

Compensation and Benefits:

- Salary commensurate with qualifications and experience
- Full benefits package with no probationary period
- Retirement Plan with company matching
- Paid Time Off
- Mileage and Cell Phone Reimbursement

To Apply:

Interested candidates should email a cover letter, resume and salary requirements to HR@gsga.org. No phone calls please. Interviews for those selected will be conducted at the GSGA offices in Marietta, Georgia as soon as practicable. The application deadline is January 31, 2018. The position will remain open until filled.

The Georgia State Golf Association is an Equal Opportunity Employer.