



JOB POSTING

GEORGIA STATE GOLF ASSOCIATION

Title: Manager, Course Rating & Adaptive 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 Manager, Course Rating & Adaptive Golf position reports to the GSGA's Director, Development and is responsible for leading the association's course rating and measuring services as well as providing administrative support for the GSGA Adaptive Golf Program and other player development initiatives. This position needs a strong working knowledge of the USGA Course Rating System and related CRP software product, and liaises with both GSGA member clubs and course rating volunteers related to the delivery of this core service. This position must possess strong attention to detail, the ability to handle several tasks simultaneously and to work and communicate in a team atmosphere with service oriented objectives. The Manager, Course Rating & Adaptive Golf must have strong written and verbal communication skills, organizational skills and a strong work ethic. The candidate must be willing and able to travel (approximately 30-45 days per year) and work some weekends.

Duties Include:

- Manage all aspects of association's course rating and measuring programs to include, but not limited to, administration, volunteer recruitment and training, scheduling and customer support for member clubs.
- Assist with administration of association's adaptive golf program to include, but not limited to, acquiring and organizing participant data, liaising with programming locations, maintaining programming schedule, communicating with participants, marketing and promotions.
- Assist with administration of association's Youth on Course program
- Provide administrative support to Director, Development.
- Additional duties assigned as necessary.

Knowledge, Education, Skills & Abilities:

- Working knowledge of USGA Course Rating System and CRP product is preferred.
- Must have general knowledge of the game of golf, especially as it relates to the USGA Handicap and Course Rating Systems.
- Previous experience working in golf administration and/or with volunteers is preferred.
- Working knowledge of all Microsoft Office and Windows applications.
- Ability to prioritize and problem solve in a time sensitive environment.
- Team player who is also comfortable working independently.
- Demonstrated ability to think critically, provide analysis, solve problems, and collaborate with all levels inside and outside the organization.
- Two years of relevant work experience preferred.

Compensation and Benefits:

- \$32,000-40,000 annual 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 and resume 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.