



JOB POSTING
GEORGIA STATE GOLF ASSOCIATION

Title: Manager, Junior Golf
Reports To: Director, Junior Golf
Location: Atlanta, Georgia

About the GSGA

Founded in 1916, the Georgia State Golf Association (GSGA) is a 501(c)(3) not-for-profit organization. The GSGA serves as an Allied Golf Association to the United States Golf Association and is one of the largest amateur golf associations in the country with over 300 member clubs and 100,000 individual members. With a mission to serve and advance the game of golf in the state of Georgia, GSGA administers a computerized handicapping service, course rating and measuring program, and annually conducts a full schedule of statewide competitions for men and women of all ages and abilities. Other services include statewide junior golf and adaptive golf programs, award-winning *Golf Georgia* magazine, management of the Georgia Golf Hall of Fame and a separate charitable foundation.

Position Summary

The Manager, Junior Golf is responsible for supporting the association's GSGA Junior Tour program which is a competitive tour with over 1,500 members offering 140+ tournaments for golfers of all abilities.

Duties and Responsibilities

- Support the Director, Junior Golf in day-to-day activities of the GSGA Junior Tour.
- Assist in scheduling, planning and oversight of all GSGA Junior Tour related events.
- Plan and execute GSGA Junior Tour related events as necessary.
- Assist in recruiting, evaluating and training of GSGA Junior Tour seasonal staff members.
- Provide customer support relating to membership and event registrations, website and mobile applications.
- Assist with execution of related deliverables for corporate partnerships.
- Assist Director, Junior Golf with managing allied junior golf association relationships.
- Manage purchasing for GSGA Junior Tour while communicating with other association departments about purchasing needs.
- Assist Communications and Marketing department with GSGA Junior Tour promotional and social media efforts.
- Oversee and maintain functionality of operational equipment for GSGA Junior Tour.
- Oversee recruiting and training of GSGA Junior Tour volunteers.
- Additional duties assigned as necessary.

Qualifications

- Bachelor's Degree from four-year college or university, related experience and/or training, or equivalent combination of education and experience is preferred.
- Working knowledge of Rules of Golf and how to conduct a competition is required.
- A minimum of one years' relevant work experience administering and conducting competitions is required.
- Previous management experience is preferred.
- Previous experience working with BlueGolf products is preferred.

- 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.

Work Environment

- The employee must be able to excel working both independently as well as part of a team environment.
- The position is based out of the GSGA's home office located in Atlanta, GA and requires the employee physically be present in the office during normal business hours unless traveling for business purposes.
- Additional hours may be required on weekends and during peak work periods.

Physical Demands

- This position frequently works in an office environment and uses a computer, telephone, printer/copier, and other office equipment as needed to perform duties. This may include prolonged periods sitting at a desk and working on a computer.
- This position requires travel throughout the state of Georgia and situationally throughout the United States.
- The employee must occasionally lift and/or move up to 25 pounds.

Mental Demands

- Regularly required to use written and oral communication skills with various audiences.
- Read and interpret data, information, and documents.
- Perform highly detailed work under changing, intensive deadlines on multiple concurrent tasks.

Compensation and Benefits

- Salary range of \$45,000-\$50,000 commensurate with qualifications and experience.
- Full benefits package including medical, dental, vision with no waiting period.
- Association logo apparel provided.
- Retirement Plan with company matching.
- Paid Time Off.
- Mileage and Cell Phone Reimbursement.
- Golf privileges at Bobby Jones Golf Course.

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 Atlanta, Georgia as soon as practicable. The position will remain open until filled.

The Georgia State Golf Association is an Equal Opportunity Employer.

Disclaimer: The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.