



# Canadian Junior Golf Association

*Your Future Starts Here*

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## **TOURNAMENT OPERATIONS ASSISTANT**

This position is intended for college/university students and requires continuous travel over four months that is very demanding. Successful candidates will learn how to professionally conduct a golf tournament from the planning stages to the execution of the event. Candidates should present a professional and mature attitude in dealing with members, parents, golf course professionals, sponsors and other staff. The Tournament Operations Assistant will report to the Managing Director of Tour Operations and the Tournament Director while at events.

### **Duration**

Full Time (40-60 hours per week)

Late April – Early September (17-20 weeks. Exact dates to be determined)

### **Responsibilities**

- Pre-event planning
- Pre-event packing / preparation
- Golf course set-up & preparation (signage, course markings, etc.)
- On-course officiating (Rules of Golf training available)
- Starting and scoring of groups
- Customer Service / Interact with CJGA membership
- Public speaking and award ceremonies
- Driving tournament van and trailer
- Media Relations (writing press releases)
- Maintain inventory and tournament equipment

### **Additional Responsibilities**

- Assist in the daily operations of the Canadian Junior Golf Association's head office
- Assist with other CJGA functions including: Public Relations, Membership Development, Marketing, Sponsorship Activation, Communications, Scoring Systems and Customer Service.

### **Requirements**

- Basic knowledge of the game of golf & Rules of Golf
- Strong writing, communication and public relations skills
- Strong organization and time management skills
- Strong computer and digital camera skills (Microsoft Word & Excel, Publisher)
- Strong social media skills (Twitter, Facebook, Instagram, YouTube)
- Possess G license to drive tournament van and trailer (Clean driving record)
- Excellent interpersonal skills as well as creative thinking skills.
- Ability to work long flexible hours

### **Compensation & Benefits**

- Monthly honourarium
- Food & hotel expenses when required to travel outside the office area
- Transportation to and from events from head office
- Staff uniforms provided by Nike Golf
- Opportunity to meet and work with current and future PGA, LPGA, Web.com and Mackenzie Tour players
- Opportunity to travel across Ontario and Canada
- Opportunity to network with professionals in the industry

Please forward cover letter and resume to John Lawrence, Managing Director of Tour Operations, at [john.lawrence@cjga.com](mailto:john.lawrence@cjga.com) before January 31<sup>st</sup>, 2017 by e-mail only. The Canadian Junior Golf Association would like to thank all applicants but will contact only those who will be invited for an interview.