



Canadian Junior Golf Association

Your Future Starts Here

12481 Bathurst Street, Richmond Hill, Ontario, Canada L4E 2B4
1-800-598-CJGA (2542) or 647-812-8522 ♦ Direct 416-708-8705

Website: www.cjga.com ♦ e-mail: info@cjga.com ♦ www.facebook.com/cjga.ca

TOURNAMENT OPERATIONS ASSISTANTS

This position is intended for college/university students and involves travel during the time indicated under Duration. This job is very demanding, yet very rewarding. Successful candidates will obtain experience in event management, member services, media relations, press releases and will learn how to professionally conduct a golf tournament from the planning stages to the execution of the event. Candidates will be guided through conduct involving 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 CEO, Manager of Tour Operations and Assistant of Tour Operations while at events.

Duration

- Seasonal Full Time (40-44 hours per week)
- April 8- August 31 plus some weekends after August 31st, 2024

Duties and 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
- Involved with planning, organizing and delivering programs developed for youth.
- Given the responsibility for working with our youth as well as organizing and conducting junior golf events/tournaments throughout Canada.
- Responsible for coordinating media and public relations with local organizations where events conducted.
- Responsible for liaison with golf courses, communications with contestants, parents and media, course setup, learning rules of golf and registration of contestants.
- Travel that allows you to develop an appreciation of Canadian Culture including use of computer skills and social media.
- Responsible for communication in various languages and with various cultural backgrounds using their own cultural background.
- Responsible for promoting an active lifestyle for our youth outdoors.
- Responsible for working with various ethnic groups to promote social awareness.
- Responsible for participating in local and cultural fairs to inform the public about healthy responsibilities.
- Responsible for educating our youth through the rules of golf and proper etiquette.
- Responsible for being involved with Community celebrations to inform the public about golf as a sport option.
- You will be given the opportunity to lead his/her group during each event.
- Opportunities gained through the Canadian Junior Golf Association will benefit those employed to gain exposure to the golf, event management and any sports related industry to prepare them for their skill and future employment.
- Customer Service / Interact with CJGA membership
- Public speaking and award ceremonies
- Driving tournament truck 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.



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Requirements

- Computer skills, Microsoft Word, Excel, Photoshop, Acrobat, and Design Software a plus.
- Social Media Skills
- Some knowledge of the game of golf & Rules of Golf – Level 2 online test
- 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)
- Strong skills in Photoshop and photo editing
- 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

- Bi-weekly honorarium
- Per Diem when required to travel outside the office area (All information related here in the Employee Manual)
- Transportation to and from events from head office
- Staff uniform
- Opportunity to meet and work with current and future PGA Players
- Opportunity to travel across Ontario and possibly Canada/Abroad
- Opportunity to network with professionals in the industry
- Opportunity to gain valuable experience in the event management field
- Will gain valuable experience working with young people and organizing volunteers.
- Will gain valuable experience towards their career goals and careers.
- Will be able to use their work experiences to develop and improve their personal skill levels, and prepare them through real lifetime experiences for the labour market.

Please send your resume to CJGA CEO earl.fritz@cjga.com via e-mail. All resumes will be reviewed and candidates will be contacted for a ZOOM interview.