



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

ASSISTANT MANAGER OF TOUR OPERATIONS

This position is intended for college/university students and involves travel during the time indicated under Duration. Experience in this field is required but not necessary. 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 Co-Ordinator, Media Relations Intern will report to the CEO, Manager of Tour Operations and Assistant of Tour Operations while at events.

Duration

- Full Time (40-44 hours per week)

Mandate:

Assisting the Manager of Tour Operations in leading the tournament department and oversee the operations of tournament activities for the Canadian Junior Golf Association.

Organizational Relationships:

The Assistant Manager of Tour Operations reports to the Manager of Tour Operations and ultimately the CEO, but also works under and directly with the Director, Tour Operations.

Work in collaboration with all members of the team to assist in the administration and co-ordination of the Association's programs, tournaments and other related activities developed by the organization.

In addition, Assistant Manager of Tour will work in close relationship with the other Canadian Junior Golf Association professional staff and volunteers in the planning, implementation and management of administrative duties related to the daily operation of the national office.

Responsibilities:

Work closely with the Assistant Manager of Tour and the CEO to organize and implement all aspects of professionally run golf tournaments for junior golfers.

Report to and take instructions from the Manager of Tour in collaboration with CEO as per the CEO's instructions and directions and as required to ensure CEO is fully aware of and has pre-authorized key operational, financial, and administrative decisions and actions.

Tournament operation responsibilities may include:

- Golf course set-up and preparation (including signage placement)
- On-course rules officiating
- Starting and scoring of groups
- Preparing post-round results and tee-times
- Public and media relations (including public speaking)
- Maintaining inventory and tournament equipment levels
- The use of computers, printers, video and digital cameras
- Managing overall tournament functions
- Manage Sponsorship execution



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

- Drive the company vehicle and trailer to official tournament sites.
- Provide friendly, knowledgeable and efficient service to all members, parents and customers
- Work closely with volunteers and other staff in a professional manner

Overall and Additional Responsibilities:

- Assist in overseeing the operations of the tournament division within the CJGA
- Assist in managing and coordinating the provincial tournament directors
- Assist in managing, coordinating, and executing of all CJGA national championships
- Obtain certification in the Rules of Golf within Canada at the highest level

Tournament Division:

- Assist in managing and updating Tournament Policies & Procedures
- Bring forward new ideas for association policies & procedures Bring forward ideas to better enhance current policies & procedures
- Manage National Order of Merit as part of Association's Tournament Department
- Manage and update the CJGA Tournament Manual. Manual will be the document to which CJGA standards are established
- Bring forward new ideas annually to enhance tournament operations/ tournament experience for players
- Assist in conducting Bi-weekly calls with staff and independent contractors to ensure lines of communication
- Establish weekly/bi-weekly Tournament Operations meeting agendas
- Assist in leading Tournament Operations meetings and distribute meeting minutes to all staff Ensure Tournament Standards are being met and followed by Provincial Directors Assist in the hiring of seasonal tournament staff
- Ensure all tournament planners are complete minimum 2 weeks prior to each CJGA event

Tournament Operations

- Ensure events are being conducted according to the CJGA Tournament Manual Ensure sponsor activations are prepared in advance and executed properly at each event on the schedule (where applicable)
- Develop and execute operational plans for all CJGA National Championships

International Competitions

- Ensure qualifiers are conducted within the international event standards Coordinate international team selection criteria and assist with team selection Establish and coordinate all team international teams, team travel and team policies Establish and bring forward tournament budgets for all international competitions

Employees, Sponsorship & Contracts with Third Parties

- The Assistant Manager of Tour Operations does not have authority to enter into contracts with third party entities, sponsors, and organizations without first obtaining the express written confirmation of same from the CEO of the CJGA.
- The Assistant Manager of Tour Operations should relate all issues (other than Job Descriptors) pertaining to employees to the HR department (bookkeeping)

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.