

New Jersey State Golf Association – Full Time Job Posting

Position Title:

Manager, Tournaments & Operations

Overview:

The New Jersey State Golf Association seeks a highly motivated and qualified individual for the full time position of Manager, Tournaments & Operations. This position reports directly to the Director, Championships and will primarily be responsible for operational support and administration of over 60 NJSGA championships, qualifying rounds, and Member Golf Days - as well as USGA qualifiers throughout the season.

Duties and Responsibilities:

- Assist at NJSGA qualifiers, championships, and invitational events as required. This includes advance preparation work (i.e. course setup, course marking, arrangements with host club), presence on-site at least one hour prior to first starting time through conclusion of event, and post-event activities including the posting of results to NJSGA website.
- On-site presence may entail serving as staff person in charge. This role includes coordinating volunteer officials, acting as a liaison with club staff members (Club Manager, Golf Professional, Caddie Master, Green Superintendent), as well as serving as point-person regarding the delay, suspension, and cancellation of play.
- Manage, supervise, and cooperate with volunteer contingent.
- Assist with NJSGA website and social media, including posting of content (articles, information, photos, etc.).
- Assist at Member Golf Days (MGD's) with similar responsibilities to tournaments.
- Maintain CRM database and assist with record keeping.
- Assist other departments / senior staff and contribute to other association initiatives as necessary.
- Assist with general inquiries and customer service requests; provide help-desk support to phone/email inquiries regarding Handicap, Course Rating, and Tournament entry related information, etc.

Preferred Skills:

- Knowledge of USGA Tournament Management software.
- Knowledge of USGA Course Rating System and Program (CRP) software.
- Knowledge of the USGA Handicap System and GHIN Handicap Program platform.
- Knowledge of social media; advanced writing, editing, photography and digital design skills.

Skills Required:

- Knowledge and passion for the game of golf.
- Strong knowledge of the Rules of Golf and tournament administration. Prior attendance at a PGA/USGA Rules of Golf Workshop is preferred.
- College degree.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint).
- Superior verbal, written, and interpersonal skills.
- High level of self-motivation and commitment to teamwork.
- Desire to work in a fast-paced, task oriented atmosphere.
- Reliability, punctuality, and accountability.
- Well-mannered with a positive and productive attitude.
- Valid driver's license and means of reliable transportation.
- Ability to lift and move approximately 50 lbs.

Salary and Benefits:

- Salary based on experience and qualifications.
- Comprehensive benefits package including Medical, Dental, Paid Vacation, and 401(k).
- Travel Expense Reimbursement; NJSGA Staff uniforms and apparel provided.

The position will remain open until filled. Please submit a cover letter, resume, three (3) references, and salary expectations via mail or email to:

Brad Bardon, Director, Championships
New Jersey State Golf Association
3 Golf Drive – Suite 206, Kenilworth, NJ 07033
Phone: (908) 241-4653 - Email: bradb@njsga.org

