



West Virginia Golf Association

Tournament Manager, Youth Operations

Job Description



TITLE: Tournament Manager, Youth Operations

Description: To report to the Executive Director. This position manages the Callaway Junior Tour, Callaway Junior Tour Rookie League, aids the Director of the First Tee of West Virginia with National School Program Operations as well as to the WVGA Tournament Staff in conducting State Championships and USGA Qualifying, while supporting the WVGA's Course Service of Course Rating Statewide.

RESPONSIBILITIES:

Course Rating / Handicapping

- Attend yearly USGA Course Rating Seminars.
- Organizing volunteers to assist with USGA Course Rating
- Member Club Support in Handicapping Expertise

Tournament Operations

- Manage day to day operations of Callaway Junior Tour.
- Manage day to day operations of the Callaway Junior Tour Rookie League.
- Manage day to day operations of the Callaway Junior Tour High School Series
- Support staff for the WVGA Amateur Tour, Senior Series, State Championships, USGA Qualifying.
- Staff In Charge of Junior Amateur, Junior Match Play, North/South, Mid-Atlantic.
- Conduct tournaments using USGA Tournament Management.
- Support Staff for the First Tee of West Virginia National School Program.
- Assist in conducting WVGA Rules of Golf Seminars.
- Recruit, organize volunteers for youth events.

EDUCATION & CERTIFICATIONS:

- Preferred 4 Year Bachelor's Degree or equivalent
- Strong knowledge of the Rules of Golf
- Strong knowledge of the USGA Handicapping and Course Rating program
- Proficient in the USGA TM system
- Ability to travel and work extended hours

KNOWLEDGE & EXPERIENCE: To have a strong knowledge of the Rules of Golf and a strong understanding of golf administration. Have a very strong understanding of the Course Rating Program and the ability to train others on the program. This position requires quality communication and public speaking skills as well a strong need for multitasking. Additionally, requires travel and extended work hours.

***Please send letter of application, resume, and salary history to:
WVGA Executive Director, Brad Ullman – bullman@wvga.org***