



WEST VIRGINIA GOLF ASSOCIATION TOURNAMENT MANAGER EMPLOYMENT OPPORTUNITY

TITLE: Tournament Manager

DESCRIPTION: To report to the Executive Director. This position manages the WVGA Amateur Tour and the WVGA Senior Series. Provide support to the WVGA Tournament Staff in conducting State Championships and USGA Qualifying, while supporting the WVGA's Core Service of Course Rating & Handicapping Statewide.

RESPONSIBILITIES: Include but are not limited to the following,

Tournament Operations

- Manage day to day operations of the WVGA Amateur Tour,
- Manage day to day operations of the WVGA Senior Series.
- Attend multiple WVGA Championships to assist staff member in charge
- Assist in office administration regarding WVGA events
- Assist with providing social media content as it relates to WVGA events
- Recruit, organize volunteers for tournaments and championships.

Rules of Golf

- Attend USGA-PGA Rules of Golf Workshops annually and take exam
- Assist with conducting WVGA Rules seminars for member clubs

Course Rating

- Attend yearly USGA Course Rating Seminars.
- Organizing volunteers to assist with USGA Course Rating.

EDUCATION & QUALIFICATIONS:

- Preferred 4 Year Bachelor's Degree or equivalent
- Experience with BlueGolf Tournament software a plus
- Must be able to handle some physical activity and lift heavy items at times
- Ability to travel with other staff members for several overnight stays
- Must be able to report to work in the Charleston, WV area
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KNOWLEDGE & EXPERIENCE: Helpful to have a strong knowledge of the Rules of Golf and a strong understanding of golf administration. Helpful to have an understanding of the Course Rating Program and the ability to train others on this and other programs. This position requires quality communication and public speaking skills as well a strong need for multitasking. Additionally, requires travel and extended work hours.

*Please submit letter of application and resume to Director of Rules and Competitions:
Chris Slack, cslack@wvga.org*

Deadline Date: Open until filled