



Tournament Operations Assistant, Golf Association of Philadelphia

The Golf Association of Philadelphia (GAP) was established in 1897 by members of Aronimink Golf Club, Merion Cricket Club, Philadelphia Country Club and Philadelphia Cricket Club. It serves as the governing body of amateur golf in the region. With 60,000 members and 187 member clubs in the Philadelphia region, the Association provides leadership, support and direction to foster the growth and development of the sport of golf. As Philadelphia's most trusted source of golf information, GAP preserves, protects and promotes the game of golf.

Position Tournament Operations Assistant

Description The Golf Association of Philadelphia's Tournament Operations Assistant will manage the in-office tournament process and support the competitions department, while developing working relationships with tournament volunteers and club representatives.

Application Deadline Jan. 5, 2018

Duties and Responsibilities

- Administer the tournament registration system and monitor/maintain the Member Play Day Lottery process.
- Work closely with the tournament department while preparing tournament materials, developing volunteer training presentations, creating/distributing event surveys and maintaining the player database.
- Build a working relationship with all tournament volunteers. Manage all volunteer communications, assist with training and updating any scheduling/position changes.
- Work with communications department to develop, manage and distribute all email marketing campaigns. Maintain and update all campaign lists within our database and email marketing client.
- Maintain inventory and order all supplies for the tournament department.
- Serve as main contact for USGA Amateur Status reinstatements. Receive, confirm and process all Amateur Status reinstatement applications.

Job Requirements

- Strong knowledge of the game of golf, prior work experience in the game preferred.
- Working knowledge of Microsoft Office (Excel, Word, Outlook, PowerPoint).
- Understanding of the administration of golf tournaments, including basic knowledge of the game and various tournament formats.
- Strong communications skills, both written and verbal.
- Detail oriented, highly organized and ability to multi-task.
- Valid driver's license and reliable transportation.
- College degree preferred.

Location 1974 Sproul Road, Suite 400, Broomall, PA 19008

Salary Commensurate with experience and qualifications

Benefits Include health, life & disability insurance, 401k, mileage and medical/dental reimbursement

Apply Please forward a cover letter and résumé to:

Golf Association of Philadelphia
1974 Sproul Road, Suite 400
Broomall, PA 19008
Attention: Employment Opportunity

Or e-mail résumé to jobs@gapgolf.org with "Tournament Operations Assistant" in subject line

For more information about the Golf Association of Philadelphia, please visit www.gapgolf.org.