



EMPLOYMENT OPPORTUNITY – GOLF HOUSE KENTUCKY

Title: Junior Programs Coordinator

Reports to: Executive Director & Director, Junior Golf

Application Deadline: Open Until Filled

Position Start and End Dates: March 1st – October 15th, 2019 (Start date is flexible)

Location: Louisville, Kentucky

Application Process: Submit resume, cover letter and references to Brent Paladino, Executive Director via e-mail at bpaladino@kygolf.org. Position is open until filled.

OVERALL JOB SUMMARY

The Kentucky PGA Junior Tour, which operates under the umbrella of Golf House Kentucky, is seeking to hire a Junior Programs Coordinator for the 2019 season. The primary function of this position would be to serve as the Official-in-Charge for 20-25 events on the Kentucky PGA Junior Tour and would be responsible for the daily operation of those events. This position would also be the primary contact for coordinating the High School Invitational series of events. This position would consist of extensive travel around the state with occasional office time when needed.

- Dedicated assistance to the Kentucky PGA Junior Tour with assignments as Official-in-Charge at 20-25 events throughout the season.
 - Work with host staff to make sure course is properly marked in advance of tournament and to develop proper Notice to Competitors (special conditions to note)
 - Execute set-up plan of registration tent, starting tent(s), and scoring area
 - Supervise additional staff members (Boatwright Intern, Tournament Director, Rules Officials, Additional Staff, Volunteers) assigned to work the event
 - Develop and maintain relationships with players and parents
 - Active participant in scoring process following play including presentation of awards to winners
 - Conduct brief review meeting with staff at the end of each event
 - Present host facility with costs incurred i.e. Players Fee, host staff honorarium, meal fees, etc..
 - Work with certified Rules Official on any rules situation and/or be the primary contact in relation to any Rules questions presented during event
- Primary contact for coordinating of High School Invitationals (end of July through end of September)
 - Schedule Rules Officials based on tournament tier selection
 - Utilize BlueGolf to set up each event and prepare all necessary paperwork
 - Work with host course and school to ensure organization
 - Provided agreements and invoices in a timely manner to the host school before and after event
- Dedicated assistance with KPGA Middle School Championship, KHSAA High School State Championship, and Fall Classic
- Assist with communications, social media and digital media platforms for the Junior Tour, including writing and publishing website stories and posting to the Junior Tour social media channels.

ADDITIONAL JOB RESPONSIBILITIES

- General representative duties: answering phone calls, pre-deadline withdraws, etc.. when in office
- Assist staff in the development and management of officials, interns and volunteers
- Participate in staff projects and initiatives that may be outside of primary responsibilities

PREFERRED QUALIFICATIONS

- College degree or equivalent is preferred
- Prior experience with golf tournament management preferred
- Knowledge of the game of golf and its terminology
- Extremely detail oriented with the ability to multi-task
- Excellent verbal and written communication skills
- Willing to travel throughout Kentucky and flexibility for work schedule (including weekends and nights)
- Highly motivated individual willing to assist others with the ability to work both as a team and independently

PHYSICAL REQUIREMENTS

- Lifting and transport equipment up to 50 pounds
- Long periods of time standing/walking both indoors and outdoors.
- Use of hands with computer data entry, collating materials, etc.
- Ability to hear and to see both short and long distances.
- Must be able to operate a vehicle and a golf cart
- Weekend work and overnight travel may be required.

HOURS & WORK SCHEDULE

- Tournaments run most weekends in spring, Monday-Friday in June and July with some weekend work required
- Length of day varies due to tournament setup, field size or weather
- Travel required 4-5 days per week

COMPENSATION

- \$13.00 per hour plus overtime for hours worked over 40 hours each week (subject to deductions for taxes and other withholdings as required by law)
- Eligible for stay bonus in the form of a lump-sum contingent on completing the position
- Mileage for tournament travel is reimbursed at \$0.50 per mile
- Tournament related expenses such as lodging and meals while traveling
- Staff will be provided shirts and one piece of outerwear
- Staff is responsible for providing their own staff pants/shorts/skorts, tournament shoes (tennis shoes or golf shoes) & rain gear

ABOUT GOLF HOUSE KENTUCKY

Golf House Kentucky is the umbrella organization for Kentucky's Family of Golf Organizations: Kentucky Golf Association, Kentucky PGA and Kentucky Golf Foundation. The vision of Kentucky's golf leaders, Golf House Kentucky was founded in 1978, and is headquartered in a picturesque country setting in Louisville, Kentucky. Golf House Kentucky conducts competitions for golfers of all ages, gender and skill levels (amateur and professional), and provides valuable services to Kentucky PGA professionals and member golf facilities. Working in partnership with the USGA, Golf House Kentucky provides individual golfers and member golf facilities with a wide range of services: Handicapping, USGA Course and Slope Rating, award programs, club consulting and golf management software. The family's philanthropic affiliate, Kentucky Golf Foundation promotes the Kentucky Golf Hall of Fame, Kentucky golf museum and provides grant and scholarship programs for youth in the Commonwealth of Kentucky.