



## EMPLOYMENT OPPORTUNITY – GOLF HOUSE KENTUCKY

**Title:** Director, Junior Golf

**Reports to:** Executive Director

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

### OVERALL JOB SUMMARY

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Under the direction of the Executive Director, the Director, Junior Golf shall be directly responsible for the day-to-day operation of the organization's state-wide junior program, which includes the Kentucky PGA Junior Tour, the Kentucky PGA Junior Championship, the Kentucky Junior Amateur, and Middle School and High School State Championships. The Director, Junior Golf will also be periodically involved in other areas within Golf House Kentucky and will play a vital role in the overall growth of Kentucky's Family of Golf Organizations.

### SPECIFIC JOB RESPONSIBILITIES

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**Kentucky PGA Junior Tour:** Responsible for managing the day-to-day operations of the Kentucky PGA Junior Tour presented by Musselman-Kirchdorfer, the Kentucky PGA Junior Championships, and the Kentucky Junior Amateur Championships. Responsible for securing host facilities for junior tour events, conducting and coordinating the events, managing the associated budget of the Tour, and developing long-term relationships with players and parents.

- Responsible for all facets of each junior tour event, including communication with host facilities, distributing tournament information to players and parents, coordinating and/or conducting the event, and submitting results to Junior Golf Scoreboard and the American Junior Golf Association
- Develop and distribute the Junior Tour Handbook
- Develop annual promotional plan to recruit and retain players
- Setup online registration system and oversee tournament entry acceptance process, confirmation notices and withdrawal procedures
- Coordinate all trophy purchases per budget and direction of Executive Director
- Facilitate course setup and communication with host professional
- Manage all Junior Player of the Year standings
- Monitor and track key performance indicators and prepare designated management reports
- Assist with fundraising efforts for the Junior Tour and recruitment and retainment of sponsors and corporate partners

**High School Championship and KHSAA Administration:** Serve as Kentucky Golf Foundation's staff member in charge at the KHSAA Golf Championships. Responsible for maintaining the All-State points standings and coordinating the annual All-State Banquet. He/she may also be asked to serve on the KHSAA Committee.

**Middle School State Championship:** Responsible for conducting the Middle School State Championship and associated regional qualifiers, including securing host qualifying venues, entry registration, distributing associated materials and conducting the championship.

**Personnel Management:** Recruit, develop and manage tournament officials, directors, assistants and volunteers for the Junior Tour. Schedule staff/tournament officials based upon requirements for junior tour events. Manage the

USGA P.J. Boatwright Interns who are assigned to junior golf. Supervise direct report staff, which includes training, daily management and evaluation.

**Financial:** Facilitate the development of the junior golf budget, which includes setting a budget for each tournament and working within the budget constraints for set junior programs. Provide the ED with monthly junior programs operations report on the financial state of the junior programs and events.

**Additional Responsibilities:**

- Work with Executive Director as it pertains to the development of additional Kentucky Golf Foundation programs
- Work towards becoming a USGA Certified Rules Official capable of assisting in rules education and training seminars
- Work with the Executive Director to develop and retain corporate partnerships and sponsorships
- Assist with additional Golf House Kentucky programs and competitions as needed, including junior golf tournaments, foundation events, amateur and professional competitions

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**PREFERRED QUALIFICATIONS**

- College degree or equivalent with experience in golf administration
- Knowledge of the game of golf (USGA rules of golf knowledge required)
- Proficiency with tournament management software (BlueGolf, Golf Genius or TPP)
- Experience in youth development, program management and tournament administration
- Knowledge of social media platforms (Facebook, Twitter and Instagram)
- Familiarity with website content management systems (Wordpress, ExpressionEngine, etc...)
- Extremely detail oriented with the ability to multi-task
- Exceptional leadership, communication, fiscal management and managerial skills
- 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

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**COMPENSATION & BENEFITS PACKAGE**

Position open until filled based on the mutual needs of Golf House Kentucky and the successful applicant. To apply, submit resume, cover letter, and references via e-mail to Brent Paladino, Executive Director at [bpaladino@kygolf.org](mailto:bpaladino@kygolf.org).

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**APPLICATION PROCESS**

Salary commensurate with experience and qualifications. Package will include health and dental insurance, work related travel reimbursement, education seminars, PGA dues paid (if applicable), cell phone reimbursement and vacation as outlined in team handbook.

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**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.