



## **Golf House Kentucky**

**Job Title:** Director of Amateur Competitions

**Reports to:** Kentucky Golf Association, Executive Director

Golf House Kentucky is seeking a highly motivated individual to fulfill the role of Director of Amateur Competitions. This position will oversee and manage the Tournament Program of the KGA. This includes, but is not limited to: scheduling, contracting, budgeting, promotion, and administration. The Tournament Program will consist of KGA Amateur events, Women's Amateur events, USGA Qualifiers, Pro-Ams, and other special events.

This person will embody a mindset of continuous improvement and ownership as it applies to the KGA Tournament Program, and will be expected to work cohesively with the other tournament directors, and the entire Golf House Kentucky team.

### **KGA Tournament Program**

- Prepare and oversee the preparation of the tournament schedule for all Association, Qualifier, and Pro-Am events
- Prepare, manage and be responsible for the KGA tournament program budget
- Prepare project budgets for every KGA tournament (using a budget template)
- Work closely with the Chairman of the Championships & Competitions Committee and leadership to evaluate the tournament program and organize Championships & Competitions Committee meetings
- Manage on-site tournament operations for every KGA event and assigned USGA Qualifiers
- Ensure that all KGA major championship courses are properly marked and set up for tournament play
- Develop and maintain an excellent knowledge of the USGA Rules of Golf
- Enforce the Tournament Rules & Regulations and Policies & Procedures
- Work with leadership in recruiting, hiring, and managing of tournament/field staff including: KGA Intern/s, volunteers, officials
- Schedule staff and officials for all KGA events
- Work with Executive Director to solicit and retain sponsors for Association events
- Work with the Rules Committee to maintain the KGA Rules of Play Hard Card used at all KGA events
- Ensure eligibility of players in all KGA events
- Manage tournament supplies and equipment
- Other duties as assigned

### **Preferred Qualifications**

- College degree or equivalent with at least 2 years of experience in golf administration
- PGA/USGA Rules of Golf Workshop attendance and exam score, 85 or higher preferred
- Continuous improvement attitude
- Passion for the game of golf
- Positive personality with a focus on people and Association relationships
- Knowledge of golf tournament operations including agronomy, playability, golf course set-up, officiating, and corporate partner sales
- Excellent organizational and communication skills
- Strong attention to detail and ability to multitask and prioritize

### **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
- Ability to travel and work extended hours **(including weekends)**

### **Hours & Work Schedule**

- Typical work week 40-60 hours
- Tournament work and travel required during season (March - October)
- Some Saturday/Sunday work required

### **Compensation**

- Commensurate with experience
- \$50/month cell phone reimbursement
- Employer contributed retirement plan; GHK currently contributes 5%
- Full individual benefits package (medical, dental, vision, ST/LT Disability)
- Family insurance available at employee expense
- Paid vacation time off
- Paid sick time off
- Education as approved by the Executive Director
- PGA Dues paid (if applicable)
- Job expenses covered (uniforms, meals, lodging, mileage reimbursement while traveling)

**SEND COVER LETTER/RESUMES TO:**

**Connie Saner | [csaner@kygolf.org](mailto:csaner@kygolf.org)**

## **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 over 120 competitions for golfers of all ages, gender and skill levels (amateur and professional) with a full-time staff of ten (10) and seasonal/intern positions of eight (8). GHK works in conjunction with the PGA of America 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. GHK has a full-time staff of 10 employees.