

Golf Ontario is a Provincial Sports Organization and the governing body for golf in Ontario. Golf Ontario's mission is to 'shape lives by leading, creating and promoting positive golf experiences'. Working together as a team is the culture of Golf Ontario, striving for brilliance in everything that we do. If contributing and making an impact *Towards a Nation Golfing* sounds exciting, we'd like to hear from you!

ROLE: **Coordinator of Competitions**

SUMMARY: Responsible for the coordination and support of the Golf Ontario Competitions Department. We are seeking a highly motivated team player, with a passion for sport and experience or aptitude to execute event excellence for our players, volunteers, and facilities.

SALARY RANGE: \$39,000 to \$42,000

REPORTS TO: Manager, Rules & Competitions

STATUS: 12 Month Contract

START DATE: November 22, 2021

RESPONSIBILITIES:

Competitions Operations

- Assist in the successful execution of Golf Ontario Competition Operations including:
 - Securing future host venues for championships and qualifiers
 - Preforming pre-event site visits with host venues
 - Coordinating the food and beverage details for each Championship
 - Performing tournament administration duties including equipment and signage set-up, tournament scoring, starting and pace of play, course marking, hole locations and tee locations, scheduling and training of Club volunteers.
- Manage the competitions software (Golf Genius) including:
 - All aspects of tournament registration and player communication
 - Creating and maintaining tournament websites
- Assist in the day-to-day customer service support for competitions participants.
- Coordinate the competitions team travel arrangements including hotel bookings.
- Assist with tournament intern recruitment, selection and training.
- Manage equipment inventory, maintenance and upkeep of competitions equipment
- Support all Golf Advisory Teams (GAT's) and/or Committees within areas of support.

Volunteer Management

- Assist in the coordination of Volunteers (via the 'Better Impact' system database) including;
 - Assisting in the volunteer recruitment process
 - Manage all volunteer assignments and scheduling
- Assist with the planning and execution of the annual Officials Webinars and Volunteers Day

KEY RELATIONSHIPS:

- Golf Ontario Member Facilities
- Golf Ontario Staff
- Golf Ontario Volunteers
- Players & Spectators
- Host Club Volunteers
- Golf Canada Staff
- Industry Stakeholders & Associations

REQUISITE SKILLS:

- Possess G license to drive tournament vehicle and trailer (Clean driving record)
- Ability to communicate to customers and member clubs in a courteous and friendly manner
- Ability to work in inclement weather and/or for long hours
- Ability to work some weekends during summer months
- Proven ability to work to deadlines with a high degree of accuracy
- Ability to coordinate multiple projects
- Coping with time constraints
- Maintaining accurate records
- Highly organized, disciplined and dependable
- Strong writing, communication and public relations skills

FORMAL EDUCATION OR TRAINING:

- Successful completion of a post-secondary education in Sports Management or related discipline, or a combination of education and relevant work experience
- Experience with tournament operation software, an asset

DESIRED EXPERIENCE:

- 2-3 years golf industry experience in a customer service-oriented position
- Demonstrated knowledge of the game of golf (preferably some playing experience)
- Experience working with volunteers and multiple stakeholders is an asset

BEHAVIOURAL COMPETENCIES:

- Adaptability
- Team work
- Honesty and Integrity
- Positive attitude
- Respect of others
- Ethical practices

**BENEFITS:**

- Bi weekly salary to commensurate with experience
- Travel, meals & hotel expenses covered when required to travel outside office area
- Staff uniforms and clothing provided by Adidas
- Opportunity to travel across Ontario
- Opportunity to network with professionals in the industry
- Rules of Golf training available

Please forward cover letter and resume to HumanResources@gao.ca before November 12th, 2021 by e-mail only. Golf Ontario would like to thank all applicants but will contact only those who will be invited for an interview. Golf Ontario is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Golf Ontario is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation during any stage of the recruitment process, please notify Human Resources at 905-852-1101 ext 236 or HumanResources@gao.ca.