Title: Manager of Championships
Reports To: Director of Rules & Competitions
Status: Full Time/Non-Exempt
Start Date: January, 2019

Position Summary: Responsible for operational support and administrative assistance of the Mass Golf Championship Department.

Essential Duties and Responsibilities:

- Staff-in-Charge (lead management) of various Mass Golf Championships, including pre-event meetings and communications with host club staff (manager, golf professional and superintendent), competitors and volunteers.
- Assist with the management of the online registration system and website updates (posting of starting times, player information sheets, results, point rankings).
- Preparation of event materials, including but not limited to; Player Info sheets, Tee/Alpha sheets, Local Rules & Hole Location sheets, scorecards, scoreboards and Pace of Play sheets.
- Perform on-site administration duties, including but not limited to; course marking, golf course set-up, event infrastructure & logistics (tents, signage, scoreboards, etc.), live scoring, management of volunteers/rules officials.
- Equipment organization, upkeep and purchasing.
- Provide additional assistance to other assigned staff-in-charge at various Mass Golf events, including USGA qualifiers and New England Golf Association events.
- Assist with the site procurement and scheduling for future Mass Golf events.
- Provide support and expertise via email, phone and in-person on all aspects of the Mass Golf Championship Department and the Rules of Golf to competitors, members and member clubs.

Position Requirements:

- A high interest in golf administration with previous experience in the industry.
- Strong knowledge of the Rules of Golf and tournament administration. Prior attendance at a PGA/USGA Rules of Golf Workshop is necessary.
- Highly organized and detail orientated with the ability to manage numerous projects concurrently.
- Ability to identify, analyze and resolve problems in a timely and efficient manner.
- Proficient with MS Office programs and USGA Tournament Management.
- Willingness to work in fast pace and team-oriented environment with emphasis on customer service.
- Outgoing personality and the ability to work with a diverse group of individuals including staff and volunteers.
- Valid driver's license and reliable transportation; willing and able to travel throughout the state and surrounding areas including some overnight stays and weekend work.
- Bachelor's degree preferred.
- Ability to lift up to 50 pounds, work extended hours at times and in various conditions (outdoors).

Compensation & Benefits: Commensurate with experience and qualifications. Comprehensive benefits package available including Health, Dental, Life and Disability Insurance, Paid time off and 401(k) plan. Cell phone and travel expense reimbursed. Mass Golf staff apparel provided.

Please send **Resume** and **Cover Letter** via email to Kevin Eldridge at keldridge@massgolf.org

All applications must be received no later than Friday, December 14, 2018.