



EMPLOYMENT OPPORTUNITY

Louisiana Golf Association Director of Championship Operations

LOUISIANA GOLF ASSOCIATION

Founded in 1920, the Louisiana Golf Association (LGA) is the governing body for amateur golf in Louisiana. The LGA strives to foster the enhancement and expansion of amateur golf through the development of member and information services, the promotion of opportunities for all who want to play, and the protection of the game's integrity and valued traditions. The LGA is an Allied Golf Association of the USGA and is dedicated to advancing golf in Louisiana. The LGA provides golfers a full range of services for the good of the game in Louisiana and administers handicaps for all of its members. Today the LGA is comprised of approximately 100 member clubs and 14,000 individual members.

JOB FUNCTION:

The Director of Championship Operations is responsible for conducting 14 LGA Championships, 8 USGA Qualifiers, and 7 Louisiana Junior Golf Tour (LJGT) events annually. The Director of Championship Operations also administers the Rules of Golf and Amateur Status for LGA members and member clubs. See the attached position description for a more detailed listing of responsibilities.

REQUIREMENTS:

- Strong written, verbal, telephone, public relations, and organizational skills with emphasis on customer service ideals.
- Undergraduate degree from a four-year college or university preferred; or two years related experience and/or training in event management and operations; or equivalent combination of education and experience.
- In-depth knowledge of event management and operations. Working knowledge of the Rules of Golf. Advanced information technology skills.

REPORTS TO:

Executive Director

SALARY:

Commensurate with experience and qualifications

APPLICATION DEADLINE:

Open until filled

BENEFITS:

Health Insurance, Paid Vacation/Holidays, Expense reimbursement for job related travel

TO APPLY:

Email cover letter, resume, a minimum of three professional references, and salary expectations/rationale to:

Logan Ray, Executive Director, loganr@lgagolf.org.

POSITION DESCRIPTION

LGA DIRECTOR OF CHAMPIONSHIP OPERATIONS

TRAITS:

- Exceptional communication skills, both written and oral
- Superior organizational skills
- Ability to identify, analyze, and resolve problems in a timely manner
- Ability to manage multiple projects at once, delegate duties when necessary, and work independently or with a committee
- Ability to oversee, organize, and review the work of subordinate staff and volunteers
- Ability to work a flexible schedule, including nights and weekends as required
- Ability to communicate and work cooperatively and effectively with team members
- Ability to demonstrate attention to detail and avoid mistakes
- Ability to manage assignments with limited direction and supervision
- Demonstrate high energy level and flexibility, pleasant persona coupled with sound judgment
- Working knowledge of Rules of Golf and Amateur Status
- Expertise and experience with USGA Tournament Management Powered by Golf Genius preferred
- Experience with course marking and set-up
- Strong work ethic, problem-solving skills, and self-starter/self-motivated

GENERAL DUTIES:

- Facilitate the mission of the LGA by conducting first-class amateur championships and enhance the LGA brand by creating an unrivaled competitive experience.

Strategic Consulting:

- Create an online portal (through USGA TM software) for all LGA competitions in order to streamline the registration process and facilitate information sharing for players. Create the local rules and conditions of competition for all LGA Championships and ensure the correctness of these materials, including hole location sheets. Process all championship registrations and manage the 16 LGA Amateur and Mid-Amateur qualifiers through communication with LGA Board of Directors.

Championships:

- Responsible for LGA Championship and USGA Local and Sectional Qualifier site procurement.
- Responsible for golf course set-up: hole locations, tee positions and yardage, pace of play policies, inclement weather evacuation plans, and all course markings (penalty areas, out of bounds, ground under repair, drop zones, etc.). Order trophies, tee gifts, and all necessary equipment. Oversee radio communication during LGA Championships and USGA Qualifiers.
- Maintain control of all spending and receipts for Championship and Event Operations staff and ensure budget projections are met.
- In charge of coordinating staff and volunteer responsibilities and assignments in order to achieve efficiency and success in the conducting of Championships.
- Secure headquarters hotel and discounted rates for participants in LGA Championships, in addition to complimentary lodging for LGA staff and volunteers.
- Captain for Team Louisiana in the Junior River Cup, a junior golf Ryder Cup style event against Mississippi (40 players).

Communication:

- Responsible for press releases promoting championships and detailing the results. Ensure that five LGA Championships are counting events for the World Amateur Golf Rankings by sending the data to the R&A in a timely manner and ensure that LJGT results are shared with the AJGA and are posted to Junior Golf Scoreboard.
- Lead LGA interns in promotional campaigns as championship entry deadlines approach.

Brand Development:

- Help manage content on Association's website, www.LGAgolf.org, and social platforms: Twitter, Facebook, Instagram, and YouTube.

Amateur Status:

- Serve as the administrator of Amateur Status reinstatement requests. Work with USGA to process requests in a timely manner and maintain appropriate documentation.
- Do the necessary due diligence on any reports of Louisiana clubs or golfers that may be in breach of the rules of amateur status.

Administration:

- Oversee the administration of USGA TM powered by Golf Genius and provide support for LGA Member Clubs utilizing the tournament software.
- In collaboration with LGA staff, fulfill contractual requirements as an Allied Golf Association of the USGA.
- Other duties as assigned by the Executive Director.