



## VSGA EMPLOYMENT OPPORTUNITY

**Position:** Manager, Championships & Golf Operations

**Reports To:** Director, Championships & Golf Operations

**Job Functions:** Responsibilities include, but are not limited to, the following:

### **Championship/Qualifier Administration**

- Serve as staff member in charge of several VSGA Championships in addition to USGA and VSGA qualifiers. These may include men's, women's and junior competitions.
- Attend other VSGA championships as an additional staff member to assist in the on-site administration of the event
- Assist in office administration and answer phone/email inquiries regarding all VSGA events
- Assist with the organization and administration of VSGA qualifiers (compiling player information sheets, communication with players, tracking entry withdrawals/switches, spot allocations, post qualifier communication, etc.)
- Assist with creating and scheduling e-mail communication promoting event information and deadlines
- Assist in recruitment, training and scheduling of volunteers

### **Rules of Golf**

- Attend PGA-USGA Rules of Golf Workshops to enhance Rules of Golf knowledge and take exam
- Annually develop Rules of Golf presentations (PowerPoint, images, videos, etc.) to be used at different workshops (half-day VSGA, evening member club, high school)
- Assist with all aspects of administration of VSGA Rules of Golf education initiatives
- Coordinate and/or instruct at Rules of Golf presentations and workshops throughout the year
- Respond to phone and email inquiries regarding the Rules of Golf

### **General**

- Work in conjunction with other directors, managers and interns on a daily basis
- Assist with management of website content
- Assist with providing social media content (i.e. Instagram, Facebook, Twitter, etc.) as they relate to VSGA competitions and the Rules of Golf
- Work on special projects with Handicap, Membership, VIP and other VSGA departments, as the schedule allows
- Attend golf shows and other events as an ambassador of the VSGA, as necessary
- Review, code and assure accuracy of invoices submitted to the accounting department for payment
- Maintain log of events administered to ensure timely receipt of invoices and procurement of payments
- Work within budget when administering events

## **Qualifications**

- College degree preferred
- Tournament administration experience of at least three years preferred but all applicants will be strongly considered
- Strong verbal, written and organizational skills
- Strong interpersonal skills with the ability to deliver high-caliber customer service
- Ability to multi-task and work on projects with minimal supervision
- Knowledge of the Rules of Golf
- Familiarity with Golf Genius event management platform preferred
- Ability to travel independently and with other staff members, including several multi-night stays (including some weekends)
- Must be able to handle physical activity and lift heavy items (50+ pounds)
- Clean driving record – fully insurable
- Must live in or relocate to the Richmond, Virginia area

## **Salary**

- Commensurate with experience and qualifications

## **Benefits**

- Paid medical (including vision) and dental insurance after 90 days of service
- Life insurance, short-term and long-term disability after 90 days of service
- 401K company contribution after one year of service
- Office hours are 8:30am – 5:00pm but flextime and remote working days are offered
- Paid time off (PTO), paid holidays
- Every other Friday off work schedule offered during off-season
- Paid expenses while on business travel
- Company provided laptop and data/text/phone usage fees paid for by company
- Use of pool vehicles for company business

### **Email cover letter and resume to:**

Josh Coates, Director, Championships and Golf Operations

[jcoates@vsga.org](mailto:jcoates@vsga.org)

Phone: (804) 378-2300

**Deadline Date:** Open until filled. Interested applicants are encouraged to apply as soon as possible.