



EMPLOYMENT OPPORTUNITY

The South Dakota Golf Association (SDGA) is the governing body of amateur golf in the state of South Dakota. The SDGA conducts a full schedule of 15 state championships, 31 junior tour events and USGA Sectional Qualifying events. In addition, the SDGA supports the South Dakota High School Activities Association at its six state championships. The SDGA is governed by a volunteer Board of Directors. The day-to-day operations of the Association are currently conducted by a staff of two, including the Executive Director. The SDGA has more than 12,000 individual members and 90 member clubs.

The SDGA is an equal opportunity employer. We are committed to creating a positive work-life balance and to helping Golf Association professionals grow and advance in their careers.

POSITION: Director of Member Services

SALARY: \$32,000-\$42,000 depending on experience and qualifications

BENEFITS:

\$500 monthly benefit for individual health insurance
Simple IRA with 3% employer match

START DATE: January 1, 2022

REPORTS TO: Tom Jansa, PGA Executive Director

APPLICATION DEADLINE: December 1, 2021

LETTER OF INTEREST AND RESUME: All interested applicants should send a letter of interest and resume via e-mail only to: tom@sdga.org. Please state "Director of Member Services" in the subject line.



Director of Member Services

The Director of Member Services (DMS) shall report directly to the Executive Director. The DMS will be responsible for the listed functions below and will support the SDGA in implementing the strategies, objectives, policies, and procedures established by the Board of Directors and for carrying out its directives. The DMS shall maintain a genuine interest in the game of golf, knowledge of the game, its rules, history and traditions. The DMS and Executive Director shall work together in all areas to ensure successful delivery of SDGA programs, Championships, and Junior Tours.

PRIMARY RESPONSIBILITIES

- GHIN - Provide GHIN support for customers and clubs. Work to grow GHIN memberships at existing clubs and expanding to all courses in South Dakota.
- Golf Genius - Provide Golf Genius customer support service to member clubs and all SDGA events. Grow basic and premium subscriptions to additional member courses.
- Course Rating Services - Schedule and coordinate volunteer Course Rating teams. Ensure that all Course Ratings are accurate. Answer any questions from individuals or clubs pertaining to Course Rating.
- World Handicap System - Answer any questions from individuals or clubs pertaining to the USGA World Handicap System. Ensure member clubs meet USGA handicapping requirements. Provide Course Rating and Handicapping education to volunteers and member clubs.

ADDITIONAL RESPONSIBILITIES

- SDGA Championships: Assist with the administration and execution of championship events during the season.
- SDGA Junior Tours: Assist with the administration and execution of junior tour events during the season.
- Communications: Work with the Executive Director on member communications, including newsletters, website maintenance, and social media content.
- General office duties
- Supervision of P. J. Boatwright and other interns.
- Other duties as necessary.

QUALIFICATIONS/SKILL SETS

- Strong written and oral communication skills.
- Knowledge of Golf Genius software.
- Knowledge of or ability to learn the USGA Course Rating system.

- Knowledge of or ability to learn the World Handicap System.
- Knowledge of or ability to learn the USGA GHIN Handicap System and Admin Portal.
- Rules of Golf - General Rules of Golf knowledge required. Will be expected to become certified by attending a USGA/PGA Rules Workshop and attain a passing score on the 100 question exam.
- Ability to use Microsoft Office and Google Apps.
- Outgoing and creative personality.
- Ability to work independently with minimal supervision and adhere to deadlines.
- Sound judgment and decision-making capabilities.
- Ability to work weekends with occasional overnight travel required.

PHYSICAL REQUIREMENTS

- Lifting and carrying equipment up to 50 pounds.
- Stand and walk for extended periods of time.
- Work outside in extreme weather and temperatures with direct sun exposure.
- Use of hands with computer data entry, phone assignments, collating materials, etc.
- Ability to hear and to see both short and long distances.
- Must be able to operate a golf cart and have a valid driver's license.

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