



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: Tournament Director

SALARY: \$35,000-\$45,000 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.



Tournament Director

The Tournament Director (TD) shall report directly to the Executive Director. The TD 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 TD shall maintain a genuine interest in the game of golf, knowledge of the game, its rules, history and traditions. The TD, Executive Director, and Director of Member Services shall work together in all areas to ensure successful delivery of SDGA programs, Championships, and Junior Tours.

PRIMARY RESPONSIBILITIES

- SDGA Championships: Responsible for all aspects of operations at SDGA Championships including Golf Genius setup, club relations, course setup, event administration, and post-event communications and follow-up.
- USGA Qualifiers: Responsible for all aspects of operations at USGA Qualifiers including Golf Genius setup, club relations, course setup, event administration.
- Rules of Golf: Administer Rules of Golf at events.
- SDGA Junior Tours: Train and supervise interns to administer Junior Tour events.
- Golf Genius: Responsible for all Golf Genius integrations including event setup, event registration, and event administration.
- Communications: Communicate about events through newsletters, emails, and social media.
- Volunteer Rules Officials: Assist in the recruitment and training of SDGA volunteer rules officials.

ADDITIONAL RESPONSIBILITIES

- General Office Duties
- Course Relations
- Teach Rules of Golf Seminars to members, club officials, volunteers, and high school coaches
- Winter Projects

QUALIFICATIONS/SKILL SETS

- Experience conducting golf tournaments.
- Strong written and oral communication skills.
- Strong technology skills.
- Familiarity with Golf Genius software.
- Familiarity with GHIN and the World Handicap System.
- Rules of Golf - Should have achieved at least Advanced status in the Rules of Golf 100 question examination.

- 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 during the competition season with 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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