



## Carolinan Golf Association Notice of Employment

**POSITION:** Director of Women's Golf  
**START DATE:** Approximately December 1, 2015  
**JOB SUMMARY:** Full-time position to coordinate and administer women's events and select junior girls' events such as championships, qualifiers, and one-day tournaments. The position also requires conducting educational programs, communications and the development of new women's programs.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage CGA Women's competitions, including state/regional championships, state/regional qualifiers, one-day tournaments, USGA qualifiers and site procurement
- Perform on-site tournament administration duties including golf course marking, golf course set-up, local rules & notice to players, rules officiating, pace of play guidelines, starting, scoring, live scoring and volunteer management
- Pre-tournament administration such as communicating with host club staff and tournament participants, updating website with starting times and player information, negotiating hotel room blocks
- Perform media duties at tournament sites including press releases, tournament results and photography
- Coordinate and oversee The Reunion Golf Event and The Carolinas Golf Night
- Assist with administration of Executive Committee and Annual meetings
- Oversee and maintain Carolinas Women's and Carolinas Women's Senior Rankings
- Assist with other women's regional golf associations and groups
- Update CGA Website, CGA Facebook, Twitter and Instagram pages in conjunction with other staff
- Field general office calls, e-mails, rules questions, amateur status, etc.
- Oversee communications with women golfers (i.e. web, emails, newsletters, social media, etc.)
- Conduct Women's Advisory Committee Meeting(s)
- Assist with weekend Rules of Golf pager every 5 or 6 weeks
- Assist in recruitment and training of CGA volunteer rules officials

### JOB REQUIREMENTS:

- Required Computer Skills: Microsoft Windows XP/7, Microsoft Office 2010 (Word, Excel, Access, Outlook), PowerPoint
- Preferred Computer Skills: GHIN Handicap and Tournament Pairing Program (TPP)
- Strong knowledge of the USGA Rules of Golf and basic knowledge of USGA Handicap System
- Ability and willingness to travel 100+ days annually including overnight stays and weekends
- Ability and willingness to mark and set up golf courses
- Ability to lift at least 35+lbs
- Strong organizational skills and the ability to work independently and in a team environment
- Outgoing personality with strong communication skills (written, verbal, telephone)
- Social Media Knowledge
- Public speaking skills
- Basic lettering skills preferred
- College graduate preferred
- Live in the Pinehurst, NC area

### COMPENSATION:

- +/- \$35,000 (based on experience and knowledge)

### BENEFITS:

- HSA Health Plan and Dental Plan (Health and dental also available for dependents)
- SEP/IRA Contribution
- Paid Vacation and Holidays
- Long Term Disability
- Workers Comp
- \$80,000 Life Insurance
- Company Vehicle Use for Job-Related Travel
- Cell Phone Stipend (Included in salary)
- Relocation Assistance (if applicable)

**Approximate total package annual value (with salary) \$55,000**

**APPLICATION DEADLINE:** September 25, 2015

### TO APPLY:

Please send cover letter and resume to [admin@carolinangolf.org](mailto:admin@carolinangolf.org) with "Director of Women's Golf" in the subject line.

### ABOUT THE CAROLINAS GOLF ASSOCIATION:

Founded in 1909, the Carolinas Golf Association is an organization of 700+ member clubs representing 150,000 golfers in North and South Carolina. The Carolinas Golf Association's mission is to promote and to protect the game of golf in the Carolinas by providing competitions, education, support and benefits to clubs and golfers.

Carolinan Golf Association  
140 Ridge Road  
Southern Pines, NC 28387  
910-673-1000