

# Sun Country PGA Operations Coordinator



## OVERVIEW

The Sun Country Golf House is an alliance of the leading golf-related organizations in the general areas of New Mexico and West Texas. The alliance of these associations makes this entity the epicenter for golf in our area. The Sun Country PGA is the representative body for the PGA Golf Professionals in the geographical footprint of New Mexico and West Texas while the Sun Country Amateur Golf Association is the representative for the USGA and the amateur golfers in the area. With the blessing of each group's Board of Directors, the two organizations have combined staffing and resources in the form of the Sun Country Golf House. This allows the two groups to cast a wider net of influence while furthering additional goals together, specifically growing the game of golf. Educating the public on the organizations, providing a great tournament schedule for professionals and amateurs alike, executing a junior tour for youth golfers, making New Mexico and West Texas a national golfing destination and generally improving and promoting the game of golf are the focuses of this collaboration.

## REPORTS TO

Executive Director

## APPLICATION DEADLINE

May 10, 2018

## PURPOSE

- Aids in Section Tournament & Junior Tour program administration including, but not limited to:
  - Assist with Coordination, administration, promotion, and execution of member administration.
  - Assist with Coordination, administration, promotion, and execution of events.
  - Enforce the rules, policies and regulations as outlined in the Tournament Rules and Regulations as stated in the Junior Tour Member Handbook,
  - Assist in creation and distribution of the Junior Tour Member Handbook.
  - Assist in the creation, promotion and distribution of the tournament schedules
  - Assist in selecting and securing event sites.
  - Assist with event site confirmations for all events.
  - Assist the coordination and distribution of membership packets.
  - Assist with the production of BlueGolf tournament pages for all events.
  - Assist with the communication to host facilities including correspondence to the golf professional, superintendent, food and beverage staff, etc.
  - Assist with communication to sponsors of each event before, during and following each tournament
  - Assist with scheduling, communication and management of Tournament Field Staff at all events.
  - Assist with the marketing and promotion of the Junior Tour including all tournaments and activities
  - Assist with media relations, including coordinating news releases
  - Assist the marketing and promotion plan for the Junior Tour.
- Assist with the creation of new marketing initiatives and promotion strategies for the Junior Tour.  
Assist with the preparation for and conduct of Section events and Junior Tour events
  - Assist with equipment and supply inventory for Junior Tour
  - Work with staff to order all tournament operation supplies, tee gifts and awards
  - Assist with the preparation of local rules, hole location sheets and contestant information for events
- Assist with tournament administration activities related to registrations, cancellations, pairings, player rosters, score cards, scoreboards and other event reports

- Assist with additional junior programming including Drive, Chip & Putt programming
- Assist with the management of Sun Country Jr. Golf Foundation programs including Grants, PGA Jr. League, Golf In Schools, Golf Marathon, Scholarships
- Assist with meetings and activities of the Junior & Tournament Committees
- Assist other SCSPGA staff when necessary.
- Assist with the co-coordination of meetings and events including but not limited to date and site procurement; contracts and agreements; notices; gifts; printed materials; and meeting set-up.
- Attend SCSPGA Board and committee meetings when requested.
- Along with other staff, nurture relationships and partnerships with media, marketing and sponsor representatives.
- When necessary, assist with the daily administration of the SCSPGA office and related activities.
- Assist with content generation, design and implementation for SCSPGA communication platforms including website, social media, videos, newsletters, etc.
- Assist in the development and implementation of the SCSPGA Business Plan.

## **OFFICE HOURS**

Monday through Friday 8am to 4:30pm are the base requirement with consistent attendance on weekends, evenings and possibly holidays to attend to tournament and event operations.

## **QUALIFICATIONS AND EXPERIENCE**

- Experience and skills in promoting and managing golf tournaments
- Strong knowledge of the USGA Rules of Golf
- Good understanding of the handicapping system for competition purposes
- Excellent interpersonal and communication skills, public speaking and ability to explain rulings clearly
- This position requires extensive travel. Candidates must have a passion for the game of golf and be willing to work and travel on weekends and holidays.
- Familiarity with the Tournament Pairing Program/BlueGolf a plus

## **OTHER QUALIFICATIONS**

Reliable transportation and a valid driver's license required

## **COMPENSATION & BENEFITS**

An entry-level position into the golf industry, this position starts at \$28,000 - \$30,000 and is commensurate with experience. Some clothing will be provided, with the employee expected to source and maintain a high-standard of attire at all times. Benefit package includes performance bonus and health, vision insurance coverage or stipend. Vacation, holidays, meals, and sick time also included. Mileage reimbursement for work related travel. This is a salaried, exempt position.

## **TO APPLY**

Send resume, cover letter and the names and contact information for three references to:

Dana Lehner, Executive Director  
 2316 Southern Blvd. SE  
 Rio Rancho, NM 87124  
 Email: [dana@suncountrygolfhouse.com](mailto:dana@suncountrygolfhouse.com)