



## OPPORTUNITY

Title: Tournament Assistant, Administration & Operations  
Reports to: Manager, Amateur Championships and Rules  
Location: Golf Canada Head Office  
Status: Contract  
Ideal Start Date: March 7, 2022  
End Date: September 30, 2022

## OVERVIEW:

Golf Canada is looking for one (1) qualified applicant to serve as a tournament administration and operations assistant within the Amateur Championships department. This individual will be a key contributor in preparation for the 2022 golf season and will also act as an ambassador for Golf Canada within the communities hosting our competitions and ultimately be responsible for promoting the Golf Canada brand, as well as the game of golf.

The Assistant, Tournament Administration and Operations will be paired with another successful individual from May to August and will travel across the country to help conduct amateur/professional qualifiers and Golf Canada's National Amateur Championships. They will meet and interact with many people, including (but not limited to) the following: future players of the PGA and LPGA Tours, members of the Golf Canada Board of Directors and Governors Council, PGA of Canada members (professionals & general managers), and golf course superintendents.

Each team will travel as a pair to various tournaments across the country. They will spend a great deal of time together striving to achieve common objectives and must be willing to work in a team atmosphere and learn how to effectively solve problems and difficult situations. Both teams will work approximately 5-6 tournaments from May – August and will travel extensively via Golf Canada's corporate trucks. Travel distances between championships will vary depending on the travel scheduled. Teams are required to share driving responsibilities, which will be discussed at the time of hiring.

Opportunities to support other Golf Canada competitions and initiatives (ex: RBC Canadian Open, CP Women's Open, First Tee – Canada, etc.) may also be available.

## PRIMARY DUTIES

### 1. Tournament Operations

70%

- Support the respective Tournament Director in all aspects of the championship and/or qualifier.
- Drive the equipment truck and trailer to various championship and/or qualifier sites across Canada.
- Tournament set-up, preparation, and tear down of equipment and signage on the golf course and around the host venue.
- Golf course set-up and preparation for championship play (ex. course-marking).
- Provide support to tournament officials and assist with the 'Starting and Scoring' of players.
- Moderating equipment, signage and supplies inventory, maintenance and replenishment.
- Maintain amateur championships websites and tournament pages, updating as required.
- Assist with media and public relations tasks (capturing content, facilitating interviews, etc.).

- Provide on-site support to host club volunteers and facilitate training sessions at host clubs.
- Deliver customer excellence to all partners, volunteers, players and participating host club staff.
- Represent Golf Canada in a professional manner at all times.
- Other duties or special assignments as required.

## **2. Tournament Administration**

**20%**

- Assist with all aspects of tournament administration as required, including marketing and communications, volunteer management, and purchasing and inventory management.
- Provide customer service to championship entrants, including the processing of tournament applications, responding to inquiries, and managing entry fees with the Accounting department.
- Write and proof-read documents, coordinate meetings and day-to-day administrative tasks, as required.
- Maintain amateur championships websites, landing pages, and tournament information pages, updating as needed.
- Liaise with provincial and national golf associations to recruit top amateurs from around the world to compete in our National Amateur Championships.
- Assist with administrative tasks associated with the World Junior Girls Golf Championship, presented by Sargent Farms and support the Tournament Director with all aspects of the championship.

## **3. Junior Skills Challenge**

**10%**

- Provide customer service to golf professionals running local events.
- Assist with updating the Junior Skills Challenge program website and reporting database.
- Assist with the administrative organization and execution of the Provincial Qualifiers and National Event, including scheduling, player registration, branding, gifting, etc.

### **REQUIRED SKILLS, KNOWLEDGE, & ABILITIES:**

- University and/or College students preferred.
- Valid G Driver's License and clean driving record (verified by respective transportation authority).
- Willingness to work flexible work hours and during inclement weather conditions.
- Must have an interest to travel and spend multiple weeks away from home at a time.
- Willingness to endure physical labour (ex: heavy lifting) on daily basis.
- Excellent communication skills (verbal and written).
- Excellent interpersonal skills, with the ability to communicate with staff, volunteers, stakeholders and the public in a pleasant and professional manner.
- Proven ability to work within a team environment.
- Highly motivated individual with resiliency under pressure.
- Positive attitude with the ability to self-start and take an active leadership role.
- Proficiency with Microsoft Office Suite.
- Experience with driving a trailer is not required (training provided) but considered an asset.
- Bilingualism (English and French) is not required but considered an asset.
- Golf knowledge or experience is not required but considered an asset.

**Note:** Golf Canada's regular hours of work are 40 hours per week, namely Monday to Friday, 8 hours a day and 5 days a week including a one-hour lunch. However, the demands of your position may mean that your hours of work will vary, may be irregular and will be the hours required to meet the objectives of your employment.

## APPLICATION DETAILS:

Golf Canada - Human Resources  
1333 Dorval Drive, Suite 1  
Oakville, ON L6M 4X7  
Email: [resumes@golfcanada.ca](mailto:resumes@golfcanada.ca)  
Visit: [www.golfcanada.ca](http://www.golfcanada.ca)

One (1) position available. Golf Canada will interview up to six (6) candidates. Forward cover letter and resume, by e-mail or mail only, **NO PHONE CALLS PLEASE** to the above contact by **11:59pm, January 28, 2022**. Golf Canada thanks all applicants but will contact only those who will be invited for an interview.

Golf Canada is committed to providing a safe environment for all, especially children. All applicants will be thoroughly screened using background checks and a review process.

Golf Canada is dedicated to employment equity and fostering diversity within the workplace in order to build an inclusive workforce where all employees have the opportunity to reach their potential.

Golf Canada's core values are "Fun, Excellence, Inclusion, Respect, Accountability" and while these are included in each employee's offer of employment and annual employment letters, these core values are also an integral part of the Golf Canada's recruitment, hiring and annual review process.

Golf Canada is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation during any stage of the recruitment process, please notify Human Resources at 905-849-9700.