



POSITION DESCRIPTION

Title: Coordinator, Grow the Game
Status: 8-month contract
Level: Coordinator
Location: Golf Canada Office, Oakville, Ontario
Reports to: Manager, First Tee – Network Relations
Ideal Start Date: February 7, 2022

OVERVIEW:

Golf Canada is looking for a motivated, mission driven individual with excellent communication and event planning skills to assist with activating the First Tee – Canada brand at these events. The Coordinator, Grow the Game will report directly to the Manager, First Tee – Network Relations and will lead the coordination and execution of youth events and activations at Golf Canada's Professional Championships, and assist Sport department staff with the implementation of various programs.

AREAS OF FOCUS:

Events and Activations

- Lead planning and execution of youth activations at the RBC Canadian Open (RBCCO) and Canadian Pacific Women's Open (CPWO), including but not limited to:
 - School Field Trip Initiative
 - Golf Canada's Walk with a Pro Event
 - First Tee – Canada Activation;
- Work with local school boards, schools, and teachers to facilitate school field trips to professional championships;
- Develop and execute an effective activation to market the First Tee – Canada program brand and identity to spectators at professional championships;
- Coordinate all aspects of Golf Canada's Walk with a Pro event at both professional championships, including developing a schedule, confirming participants, ticketing, and more;
- Coordinate the development, approval process and timely ordering of all collateral related to youth events and activations;
- Recruit volunteers to assist with implementation of youth events and activations and manage volunteer schedule and responsibilities;
- Effectively manage budgets for youth events and activations;
- Support Sport department staff with additional duties as they arise.

Other Responsibilities

- Collaborate with internal and external stakeholders to assist in the successful delivery of First Tee programming in all provinces, including initiatives such as RBC Community Junior Golf;
- Assist with day-to-day administrative tasks related to First Tee programming, including but not limited to:
 - Coordinating packaging, shipping and tracking of First Tee equipment and marketing collateral to new program locations across Canada;
 - Supporting First Tee – Canada chapter staff with processing registrations through maintenance of a CRM platform;
 - Providing timely and informative customer service to stakeholders including parents, golf professionals, teachers, and youth leaders;

- Assist with day-to-day administrative tasks related to Golf Fore the Cure (GFTC) programming, including but not limited to:
 - Gathering prize donations and securing sponsors for the GFTC National Event;
 - Recruiting GFTC National Event participants;
 - Other tasks related to the execution of the GFTC National Event;
- Assist with the organization and execution of other key Golf Canada events, such as the Junior Skills Challenge National Event.

REQUIRED SKILLS, KNOWLEDGE, & ABILITIES:

- Post Secondary Degree in Sport Business/Management, Event Management or related field is considered an asset;
- Knowledge of the Canadian Golf industry is considered an asset;
- Excellent organizations skills and ability to multi-task in a fast-paced environment;
- Strong interpersonal skills and outgoing personality;
- Ability to work independently and as part of a team;
- Excellent customer service skills;
- Excellent verbal, written and oral communication skills;
- Bilingualism (French and English) considered an asset;
- Ability to travel within the province and work overtime as needed.

NOTE: The 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.

Golf Canada is committed to a working environment which is free from discrimination and harassment and is inclusive and respectful of individual differences and strengths.

APPLICATION DETAILS:

Golf Canada - Human Resources
 1333 Dorval Drive, Suite 1
 Oakville, ON L6M 4X7
 Email: resumes@golfcanada.ca
 Visit: 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 30th, 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.