

**OPPORTUNITY:**

Job Title: Tournament Assistant, Professional Championships (8 Month Contract)
Reports to: Assistant Tournament Directors, Professional Championships

LENGTH OF EMPLOYMENT:

Start Date: February 14, 2022
End Date: September 30, 2022

HOURS OF WORK:

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 require your hours of work to vary to meet the objectives of your employment. Due to the nature of this position, there may also be some travel required and the need to work weekends. Working from home is an option. Specifics on this can be discussed with the successful applicant.

APPLICATIONS:

Attn: Human Resources
Subject: Tournament Assistant, Professional Championships
1333 Dorval Drive, Suite 1
Oakville ON L6M 4X7
Email: resumes@golfcanada.ca
Visit: www.golfcanada.ca

PRIMARY DUTIES:

- Become a key member of Golf Canada's Professional Championships Division and assist with the organization of the RBC Canadian Open and CP Women's Open;
- Assist Tournament Director, Assistant Tournament Director and Tournament Coordinator as assigned;
- Work closely with the championship organizing committees, key stakeholders, and volunteers;
- Assist with all aspects of the department as required, including inventory, tournament preparations, tournament set up and tear down, promotions and program development;
- Assist with producing and distributing championship documents;
- Prepare correspondence and mailings as requested to effectively communicate with clubs, committees, volunteers and players;
- Correspond with players and caddies, to ensure tournament information, accommodations and flight details are arranged and communicated as needed;
- Support player services through various needs including sponsor value program
- Coordinate arrangements for Day Care programs in cooperation with the PGA TOUR and LPGA Tour;
- Become the main point of contact for specific committees throughout the contract period;
- Work closely with volunteer services before and during tournament week including uniform exchange day, volunteer party coordination, and volunteer recognition;
- Assist Tournament Coordinator with maintaining volunteer database (Trust Event Solutions);
- Manage the RBC Canadian Open and CP Women's Open general email accounts
- Assist with accommodations and housing arrangements for contestants of the RBC Canadian Open and CP Women's Open;
- Manage the PGA TOUR links program and LPGA website;
- Manage Pro-Am database and develop Pro-Am information for corporate clients;

- Assist with creation and analyzing volunteer survey results and committee chair reports;
- Write, proof-read and update volunteer related documents (i.e. volunteer and pro-amateur caddie applications, adopt-a-hole forms and volunteer manuals);
- During tournament week, and weeks preceding the championships, work with the Golf Canada staff in the on-site Tournament Office (Toronto, Ontario and Ottawa, Ontario) and perform duties such as office set-up, uniform distribution, volunteer training, pro-am organization etc.;
- During tournament weeks, this position will require work on weekends, early morning and late nights as per the nature of events. Successful candidates must be able to work long hours and maintain a positive attitude;
- Support Special events as assigned;
- Attend committee meetings and other functions as required.

REQUIRED SKILLS, KNOWLEDGE, & ABILITIES:

- Excellent communication skills (verbal and written);
- Strong organizational skills;
- Strict attention to detail and deadlines;
- A motivated and enthusiastic individual who is able to work independently and as part of a team;
- Golf knowledge and bilingual (French & English) language skills are considered assets.

One (1) paid position is available. Golf Canada will interview up to five (5) candidates. Forward cover letter and resume, by e-mail or mail only, **NO PHONE CALLS PLEASE** to the above contact by **11:59pm, Friday, January 14, 2022**. Golf Canada thanks all applicants but will contact only those who will be invited for an interview.

Golf Canada has four core values “Respect, Responsiveness, Inclusion, Purposeful” 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 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.

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.