



EMPLOYMENT OPPORTUNITY

Job Title: Manager of Sport Development & Championships
Reports to: Executive Director/CEO
Status: Full Time (37.5 hours per week)

Job Summary:

Under the supervision of the Executive Director/CEO, this position handles the management of sport development portfolio, grow the game strategies and the provincial championships. The Manager of Sport Development & Championships is a full-time position in a busy non-for-profit sport organization. The employee is a self-starting individual who enjoys working with people and can prioritize the demands of a fast-paced organization. The individual must be able to work independently when required and as a team player when needed. The individual must understand golf, computer technology, is an effective communicator with a variety of stakeholders.

Qualifications:

- Self-motivated individual with prior experience in golf administration is preferred,
- University Degree or equivalent, with at least 5 years of work experience and a proven track record,
- The individual must have strong communication and interpersonal skills and the ability to establish and maintain excellent relations with members, member clubs, general managers, golf professionals, superintendents, sponsors, volunteers, the public, industry stakeholders, and associated golf organizations,
- Good working knowledge of computers including proficiency in Microsoft Office applications
- Ability to proof and edit materials to ensure quality, accuracy, and timely delivery
- The ability to organize and prioritize multiple responsibilities with firm deadlines and work towards completing them in the most efficient manner possible including tracking and reporting
- The successful individual must be adaptable.

Responsibilities & Duties (include but are not limited to):

- Sport Development & Championships Portfolio; provide accurate and timely reporting with the required stakeholders,
- Attend and/or lead Committee meetings, volunteer training, and the like when required,
- Assist or take leadership of activities as directed by the Executive Director/CEO.
- Develop and fulfil player development clinics for high performance team,
- Develop and fulfil grassroots and under-represented group programming opportunities,
- Administer multiple funding grants from start to finish to assist the portfolio,
- Be a resource to and for Golf Canada and other Provincial Golf Associations,
- Coordinate and administer the 4 Order of Merit Tours, scholarship programs, Grow the Game and other Sport Development initiatives,
- Coordinate teams/quota spot players attending national championships,
- Gather feedback from various participants, stakeholders and the like through surveys, focus groups to improve Golf Saskatchewan services,

Championships & Governance:

- Plan, implement and successfully manage the Provincial Championships and Multi-Sport golf events including the booking of championship locations, signing of contracts, staffing with volunteers, booking hotels, event sponsorship fulfillment and the like,
- Championship portfolio includes pre-meetings, communication with host club/sponsors, and
 - Maintaining the online Tournament Management Software (BlueGolf) System,
 - Manuals for; Tournament Operations, Host Committee expectations, Rules Officials, etc.
 - At the event, ensure the highest level of Customer Service as possible,



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- Report the results to the golfing enthusiast and the media using various digital assets
- Obtain the Rules of Golf and Handicap System certification within an agreed upon time frame.

Physical Requirements:

- Extended periods of time both standing and sitting both indoors and outdoors
- Individual must be able to handle lifting/moving reasonably weighing objects
- Must have a valid class 5 driver's license in the province of Saskatchewan
- Must be comfortable in driving and operating association vehicles including:
 - hauling the championship trailer
 - backing up the trailer

Other:

- Busy period for the position is between June, July and August, with long hours and travel.
- This position requires work to be completed at various hours including some weekends, and
- The position frequently has overnight travel with some extended trips over multiple days.

Benefits:

- Salary and benefits to commensurate with qualifications, education and experience
- Paid vacation and holidays as per Saskatchewan Employment Standards
- Cell phone reimbursement

Application Deadline:

- Application deadline is Friday March 2, 2018,
- Please forward a detailed resume with three references,
- The position will remain open until filled.
- We thank all those interested, but only those selected for an interview will be contacted.
- *No phone calls please*

Interested candidates should forward the items listed above to:

Brian Lee, Executive Director
Golf Saskatchewan
510 Cynthia Street
Saskatoon, SK CANADA S7L 7K7
Attention: Manager of Sport Development & Championships
Email: blee@golfsaskatchewan.org

About Golf Saskatchewan:

Golf Saskatchewan (Golf SK) is the governing body of amateur golf in Saskatchewan, representing more than 12,000 members at 120 clubs across the province. Golf SK is governed by a volunteer board of directors comprised of women and men. Golf SK's mission is to provide leadership in driving participation, engagement, capacity, and excellence in our sport. Golf SK conducts a variety of programs and services to serve golfers in Saskatchewan including educational opportunities in course rating, rules of golf, handicapping, high performance camps and provincial championships.

More information about Golf Saskatchewan is available at www.golfsaskatchewan.org.