

PLAY Junior Golf Tour

Position: Tournament Director

Location: Eastern Ontario

Duration: April - August, approx. 35 hours/week



www.pjgtour.com

Position Summary: The PJGT is seeking a Tournament Director for the 2019 tour season. The successful candidate will deliver professional junior events across the Eastern Ontario region, responsible for all aspects of these tournaments operationally, from initial planning stages to the execution of the event.

Responsibilities:

- Pre-event planning including invite emails, registrations, management of membership program, starting times, tournament documents, scoring, etc)
- Tournament set up and tear down (signage, tees)
- Manage and maintain tournament prizes, giveaways, etc.
- Management of all PJGT yardages and course set up
- Oversee and assist with event registration at the golf course
- Interact with junior members & families, golf course professionals and staff
- First tee starting
- Post tournament scoring
- Post tournament awards presentation and ceremonies
- Media relations
- Maintain and update tour website, including PJGT point distributions and Race to One Capital Cup
- Membership communication
- Post event press releases

Requirements:

- Golf knowledge and understanding of the Rule of Golf
- Excellent writing, communication and public relation skills
- Demonstrates time management skills with the ability to work unsupervised and independently
- Strong organizational skills and attention to detail orientated
- Confident with computers and other forms of technology
- Social media skills (Twitter, Facebook, Instagram, Youtube, LinkedIn, etc)
- Valid G licence (clean driving record) to drive to and from tournaments
- Flexible and ability to work varied hours and schedule
- Candidate must be highly motivated, creative and willing to work with the public
- Past experience in the golf business an asset

Compensation Package

- Competitive salary (based on experience)
- Food and travel expenses
- Equipment and merchandise packages and discounts

Please forward cover letter and resume to Chris Veltkamp, Founder & President, at cveltkamp76@gmail.com. Only those applicants who are selected for an interview will be contacted.