



## TOURNAMENT OPERATIONS ASSISTANT

This position is intended for college/university students and requires continuous travel over four months that is very demanding. Successful candidates will learn how to professionally conduct a golf tournament from the planning stages to the execution of the event. Candidates should present a professional and mature attitude in dealing with members, spectators, golf course professionals, sponsors and other staff. Reporting to the Manager, Rules and Competitions, the successful candidate will be a highly motivated team player, with excellent verbal and written communication skills. The ability to deliver high quality customer service to all partners, member facilities, and players while working with diverse groups of staff and volunteers is essential.

**Duration: April 29th to September 4th**

### **Responsibilities**

- Pre-event planning, packing & preparation
- Travel to each tournament and set-up/tear down operations equipment (signage, course markings, etc.)
- Assist with starting and scoring of groups
- Complete tournament related administration as required
- Deliver high-quality customer service to all partners, facilities, volunteers and membership
- Ensure appropriate levels of tournament operational equipment is maintained
- Assist in the daily operations of the Golf Ontario head office
- Assist with other Golf Ontario functions including: Scoring Systems and Media Relations
- Assist in the promotion and communication of the Rules of Golf

### **Requirements**

- Working towards the completion of a post-secondary education in Sports Management, Professional Golf Management, Business Administration or related discipline, or a combination of education and relevant work experience is required;
- Ability to work in inclement weather, long hours and weekends during summer months
- Ability to lift heavy equipment and perform manual labour
- Ability to manage multiple priorities under time restrictions
- Basic knowledge of the game of golf & Rules of Golf
- Strong writing, communication and public relations skills
- Strong organization and time management skills
- Strong computer skills in Microsoft Outlook, Word & Excel (Office suite)
- Excellent interpersonal skills as well as creative thinking skills.

### **Compensation & Benefits**

- Bi weekly salary
- Food & hotel expenses when required to travel outside the office area
- Transportation to and from events from head office
- Staff uniforms provided by Adidas
- Opportunity to network with professionals in the industry
- Rules of Golf training available

### **Application Details**

Golf Ontario thanks all applicants but will contact only those who will be invited for an interview. Qualified/Interested candidates should forward a detailed resume and cover letter in an **Adobe PDF format**, by February 12<sup>th</sup>, 2021 to [jobs@gao.ca](mailto:jobs@gao.ca) Subject: Tournament Operations Assistant

*Golf Ontario 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 905-852-1101.*

