



## **JOB DESCRIPTION**

### **Manager of Junior Golf**

Founded in 1901, the Northern California Golf Association is one of the largest regional golf associations in the United States, with more than 160,000 individual members who belong to more than 1,400 member clubs throughout Northern California and into Nevada. Its mission statement is “to support and promote the game of golf”. Among other services, the NCGA provides its members with official handicap indexes, owns and operates two golf courses (Poppy Hills and Poppy Ridge- PHI), annually conducts more than 50 championships and over 500 days of competitive golf for all abilities, sponsors casual golf outings, travel, and special events, publishes *NCGA Golf* magazine and NCGA PLUS digital magazine, secures exclusive member discounts on products and services, and created and expanding the Youth on Course (YOC) Foundation.

### **Manager of Junior Golf**

**Availability:** Immediately

**Position:** Full Time      **Status:** Exempt

**Reports to:** Senior Manager of Junior Golf

**Member:** Operations Team

#### **SUMMARY**

The Manager of Junior Golf provides support as assigned to assist with the activities associated with Junior Golf activities. This position reports directly to the Senior Manager of Junior Golf.

#### **Essential Duties and Responsibilities**

- Responsible for the administration of Junior Tour events as assigned on an annual basis. This includes pre-tournament visits and preparations of player pairings, information sheets, local rules, committee assignments, course set-up and on-site supervision for all events assigned.
- Manages the Junior Tour Points Program that determines the Junior Boy and Girl Player of the Year. Duties include, reviewing results for accuracy, maintaining current point standings, ongoing evaluation of on-site tournament administration and making recommendations to the Director for policy changes of the current systems.
- Assists the Senior Manager of Junior Golf with procuring the necessary number of courses needed and make the final arrangements for golf course usage to include contractual agreements.
- Enhances relations with other junior golf association and is an ambassador for the NCGA with junior participants and their parents.
- Manages the social media accounts for the Junior Tour of Northern California.
- Provides expertise and support to outside tournaments as assigned.
- Performs other duties as assigned by the Senior Manager of Junior Golf or other senior leadership.
- Support safe work habits and a safe working environment at all times.
- Provides assistance to the Operations Department with special projects as needed.
- Provides other departments support as assigned.
- Support safe work habits and a safe working environment at all times.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. A strong attention to detail, excellent customer service and good people skills, ability to multitask, meet deadlines, strong communication and organizational skills, and a strong work ethic are required. This individual should be able to work well in a team-oriented work environment as well as work well individually with little supervision. The requirements listed above/below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Degree from a four-year college or university with at least two to three years related experience, or equivalent combination of education and experience.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine correspondence. Ability to communicate effectively with guests, management, vendors/suppliers, the general public and other employees of the NCGA.

## **COMPUTER/BUSINESS MACHINE SKILLS**

Advanced working knowledge of various computer software programs including Microsoft Word for Windows and Excel. Basic knowledge of GHIN software and applications preferred.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is continuously required to talk and hear. The employee continuously is required to sit. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision. The employee is occasionally required to lift 15 pounds. The employee is usually indoors in a controlled environment with low noise levels.

## **OTHER QUALIFICATIONS**

Must have reliable transportation, valid driver's license and provide proof of insurance. The job requires travel as necessary with overnight stays. The NCGA will reimburse mileage expenses at IRS-approved rate.

## **COMPENSATION AND BENEFITS**

This is a full-time, exempt position. Wage and benefits are commensurate with experience. Some clothing will be provided, with the employee expected to source and maintain a high-standard of attire at all times. Benefit package includes health, dental and vision insurance. Dependents may be added with premiums paid by the employee. Participation in the company's 401k plan after one full year of employment. Vacation, holidays, meals, golf benefits and sick time also included.

The Northern California Golf Association is an Equal Opportunity Employer.

To apply, please address cover letters to Bryce Leon, Director of Championships, and forward along with resumes to one of the following:

- E-mail: [bleon@ncga.org](mailto:bleon@ncga.org)
- Mail: Bryce Leon | c/o NCGA | PO Box 1157 | Pebble Beach CA 93953