

The New York State Golf Association
Assistant Director, Rules and Competitions



Job Title: Assistant Director, Rules and Competitions

Location: Syracuse, NY

Job Summary: The New York State Golf Association (NYSGA) is looking to hire a full-time staff member to join the Rules and Competitions team. This position will work side-by-side with the Director to oversee the administration of all competitions conducted by the NYSGA, including USGA qualifiers in the region. Candidates must love the game of golf and be personable, hardworking, and team-oriented.

Essential Duties and Responsibilities:

- Coordinate the in-house administration of all competitions conducted by NYSGA, with duties to include:
 - ♦ Build and update tournaments using the USGA Tournament Management Golf Genius Software
 - ♦ Coordinate with host clubs to confirm all relevant details pertaining to each tournament
 - ♦ Create and distribute tournament pairings, Memorandum to Players and other essential information to players
 - ♦ Oversee the preparation of all tournament related documents
 - ♦ Assist the Director in managing purchase orders
 - ♦ Update the NYSGA.org website with pertinent information
- Attend each NYSGA championship, working side-by-side with the Director, with duties to include:
 - ♦ Assist with course setup, course marking, notice to players, and volunteer assignments
 - ♦ Prepare tournament related materials for players and volunteers
 - ♦ Oversee the storage, transport, setup and maintenance of tournament supplies
 - ♦ Provide support in starting, scoring, pace of play and the Rules
- Serve as the staff in charge responsible for conducting the NYSGA Amateur Series
- Recruit, train and manage the three (3) NYSGA tournament operation interns
- Assist the Director with special projects as assigned
- Assist with the scheduling and instructing of USGA Rules of Golf workshops and Rules Official seminars

Qualifications:

- Experience in golf tournament administration at the state, regional, or local/club level is preferred
- Experience in administering the Rules of Golf is preferred. It is expected the candidate will work towards acquiring the necessary expertise regarding the Rules of Golf and achieve a score of 90 or above (if not already achieved) on the PGA/USGA Rules Exam within a reasonable amount of time
- Knowledge of New York golf courses is a plus
- Must be exceptionally personable and able to work with players, volunteers and club staff
- Excellent communicator (written, verbal, telephone) with strong public relations and organizational skills
- Strong computer skills, especially using the Internet and essential Microsoft programs
- A willingness to travel throughout the state, with the expected travel of 50-60 days per year

Compensation and Benefits:

- Commensurate with experience (\$35-45K range, not including benefit package)
- Simple IRA Retirement Plan with company match
- Medical and dental insurance
- Travel reimbursement, company cell phone, staff clothing, educational seminars, professional dues

Application Process:

The position will remain open until filled. The start date will be determined by the mutual needs of the NYSGA and successful applicant. To apply, submit resume and cover letter to Andrew Hickey, Director of Rules and Competitions, at andrew@nysga.org.