

The New York State Golf Association
Manager, Course Rating & GHIN Services



Job Title: Manager, Course Rating & GHIN Services

Location: Syracuse, NY

Job Summary: The New York State Golf Association (NYSGA) is seeking an individual for the position of Manager, Course Rating & GHIN Services (MCR). The MCR reports directly to the Executive Director and is responsible for the day-to-day operation of the NYSGA's Course Rating Service. The MCR answers course rating related questions and works with member clubs and Association volunteers to help keep course rating information accurate and up-to-date.

Essential Duties and Responsibilities:

- Schedule and coordinate all USGA Course Ratings of NYSGA member clubs in upstate New York. This will include working with the club to schedule the date, recruiting volunteers to assist in the rating, and managing the on-site course rating.
- Input measurements into the USGA Course Rating Program (CRM) and submit summarized results to club representatives.
- Answer all course rating inquiries.
- Recruit new volunteers and conduct regional training seminars for all NYSGA course rating volunteers.
- Attend annual USGA Course Rating Calibration Seminar.
- Promote and coordinate the NYSGA course measuring and yardage marking service.
- Ensure adherence to the USGA Course Rating & Handicap Systems utilizing USGA staff as support.
- Oversee and improve NYSGA course rating record keeping.
- Monitor and maintain records on USGA Handicap Compliance.
- Assist in GHIN Handicap System queries when necessary.

Qualifications:

- Knowledge of and passion for the game of golf.
- Experience with USGA Course Rating is preferred, but not required.
- Excellent communicator (written, verbal, telephone) with strong public relations and organizational skills.
- Strong computer skills, especially using the Internet and essential Microsoft programs.
- Ability and willingness to travel in Upstate New York.

Compensation and Benefits:

- Commensurate with experience (\$32-37K range, not including benefits 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 Bill Moore, Executive Director, at bmoore@nysga.org.