



## **Employment Notice**

### **South Carolina Junior Golf Association**

**Job Title:** Assistant Tournament Director of the SCJGA  
**FLSA Status:** Exempt  
**Position Location:** Irmo, SC

**Job Summary:** The South Carolina Junior Golf Association (SCJGA) seeks an entry level candidate to assist in the implementation of programs and tournaments, as well as the day to day operations of the SCJGA. Candidates should have a working knowledge and interest in the game of golf. This position requires travel, weekend, evening and holiday work hours. Must be able to endure outdoor physical activity during peak summer temperatures for a reasonable period of time. Ability to lift, move, push and pull equipment or boxes in excess of 40 pounds required.

#### **Duties Include:**

- Assist Senior Director in all day to day activities of the SCJGA.
- Assist in scheduling, planning and management of all SCJGA tournaments and events.
- Plan and operate SCJGA events as needed.
- Provide customer service relating to membership, tournament registration, and all other inquiries relating to junior golf.
- Assist Senior Director with annual budget.
- Assist with allied association partnerships and relationships with ability to collaborate with colleagues.
- Assist with SCGA and SCJGF events as needed.
- Additional duties assigned as necessary.

#### **Knowledge, Skills and Abilities:**

- Working knowledge of the Rules of Golf.
- Highly organized, disciplined and dependable with a tremendous work ethic and the ability to multitask.
- Excellent written and verbal communication and presentation skills (public speaking required).
- Working knowledge of Microsoft Office and Windows Applications.
- Courteous and professional demeanor is required.

**About the South Carolina Junior Golf Association:** The South Carolina Junior Golf Association was established in 1990 by community leaders with a love for the game and a commitment to passing on golf's heritage to the youth of South Carolina. The SCJGA is committed to meeting the needs of all young people in the state and providing playing opportunities to boys and girls that might not otherwise have the chance to experience golf and its many benefits. The SCJGA is an entity of the South Carolina Golf Association (SCGA).

#### **Compensation and Benefits:**

- Salary commensurate with qualifications and experience
- Monthly Car Allowance
- Paid Time Off
- 401-K Retirement Plan with company match (after 90 days)

**To apply:** Interested candidates should email a cover letter, resume and references to [biff.lathrop@scgolf.org](mailto:biff.lathrop@scgolf.org). No phone calls please. Interviews for those selected will be conducted at the SCGA offices in Irmo, South Carolina in a timely fashion. The position will remain open until filled.

**The South Carolina Junior Golf Association is an Equal Opportunity Employer.**