



ALABAMA GOLF ASSOCIATION

3041 LORNA RD
HOOVER, AL 35216
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205.979.1234

EMPLOYMENT OPPORTUNITY

Position: Manager of Junior Golf and Tournaments
Job Summary: Exciting opportunity to join the Alabama Golf Association (AGA) team, a USGA Allied Golf Association, in a newly created full-time position to assist with the day-to-day operations of the Junior Golf Department, manage relationships between the AGA and allied junior golf organizations, assist with administering Junior Golf Alabama events, AGA championships, USGA qualifiers, and develop future one-day tournament and Interclub programs.
Start Date: Mid-May 2024 (flexible based upon candidate)
Location: Hoover, AL
Reports To: Director of Junior Golf

Requirements:

- Passionate and motivated individual seeking a rewarding career in golf administration initially focusing on junior golf that will expand into creating other competitive playing opportunities for the AGA membership.
- Strong organizational, planning, time management, and problem-solving skills with the ability to work independently and within a team.
- “Can-Do” attitude with a dynamic personality.
- Possess “Golf IQ” with excellent written, verbal, public relations, and conflict resolution skills.
- Work extended hours including weekends, early mornings, and overnight travel, specifically during peak tournament season throughout Alabama and occasionally to other states based upon events and national meetings/seminars.
- Use job related-related software including Microsoft Office products, USGA Admin Portal and Golf Genius Software.
- Take an active leadership role in a fast-paced work environment.
- Live in the Birmingham/Hoover, AL metro area and physically be present in Alabama Golf House during normal business hours unless traveling for business purposes.
- Agree to a potential background check before employment begins.

Responsibilities:

- Manage and oversee the Junior Golf Alabama competitive schedule.
- Coordinate the administration of Junior Golf Alabama programs and educational events with the Director of Junior Golf and Alabama-NW Florida PGA Section.
- Provide support with assigned AGA competitions and USGA qualifying rounds.
- Create and coordinate “Junior Golf” and “College Golf” educational seminars in addition to teaching Rules of Golf Seminars as needed.
- Provide support with outside events and organizations including: AHSAA, AISA, Southern Golf Association, SEC conference championships.
- Annually attend USGA/PGA Rules of Golf Workshop with goal to achieve and maintain Expert certification (90+ exam score) along with Rules of Handicapping Certification.
- Learn and understand the USGA Handicap System, Rules of Handicapping and Course Rating System.
- Support various registration, database management, reporting and analytics for programming.
- Proficient in all facets of tournament administration: course marking, course set-up, pace of play, drafting of local rules and notice to competitors, starting, officiating, scoring, management of volunteers, signage set-up/breakdown and technical support.
- General office administration tasks (answer phone calls and email requests) and other duties as assigned.

- Assist with the Youth on Course Alabama program including 100 Hole Hike and other fundraising activities.
- Assist with Alabama Junior Rankings, Southern Junior Cup, Team Alabama and All-State Team Selections.
- Assist with hiring and managing summer intern(s).

Physical Demands:

- Lifting and carrying equipment up to 50 pounds.
- Standing and walking for extended periods.
- Ability to endure long periods of time outdoors in all weather conditions.
- Must have a driver's license with ability to operate company vehicles (Ford Transit 350 Vans) and golf cart.

Education and Experience:

- College degree or equivalent (i.e., military service).
- Minimum of 1 year of golf administration with a USGA P.J. Boatwright Internship experience preferred.
- Demonstrated record of handling multiple duties and responsibilities successfully.
- Demonstrated golf background with experience playing or in golf course setup for various skill levels.
- Experience in fundraising, donor relations, and sponsorship procurement preferred.

Compensation and Benefits:

- Salary Range \$42,000 - \$48,000 based upon experience and qualifications with annual salary review and bonus program.
- Paid Time Off (PTO) (vacation/sick leave), paid holidays and generous off-season work schedule.
- Full benefits package paid by the AGA that includes BlueCross BlueShield medical, dental, vision, long-term disability, life insurance, and AAA membership.
- SEP-IRA Retirement plan (after one year vesting period).
- Paid cell phone plan (upon transfer of phone number to company Verizon plan) and laptop computer.
- Association provided apparel (Polo Ralph Lauren).
- Use of company vehicle fleet.
- Company credit card for business-related travel and expenses.
- Moving expense stipend.
- Paid professional training seminars (e.g., USGA Seminars, IAGA Conference).

Application Instructions:

- Position will remain open until filled.
- Combine cover letter, resume, and any additional materials into one (1) PDF file with the following name: "Last Name, First Name, Manager of Junior Golf and Tournaments".
- Send application information via email to Jeremy Gardner, Director of Junior Golf (jeremy@alabamagolf.org) with "Last Name, First Name, Manager of Junior Golf and Tournaments" in the subject line.
- No phone calls please. Candidates will be notified of their standing in the search as soon as practicable.

The Alabama Golf Association is an EEO – Equal Opportunity Employer

About the Alabama Golf Association (AGA):

The Alabama Golf Association is a 501(c)(3) not-for-profit educational organization founded in 1915 whose mission is to serve and promote amateur golf in Alabama. AGA membership consists of 120 member clubs represented by over 28,000 individuals. The activities and services of the Alabama Golf Association are governed by a Board of Directors consisting of Alabama golfers who wish to serve the game and the association through service. A full-time professional staff of seven individuals handles day-to-day activities.

Based in Hoover, the AGA is the USGA's Allied Golf Association in Alabama conducting national championship qualifying, administering the World Handicap System including the GHIN Handicap service, course & slope rating,

and Rules of Golf & Handicapping education. The AGA annually conducts 24 championships; team match competitions for men, women, junior and seniors; AHSAA high school golf championship and the SEC Men's Golf Championship. The AGA manages the Junior Golf Alabama program that is a joint venture between the AGA and Alabama-NW Florida PGA Section.

In addition to competitions, the AGA administers the AGA Scholarship Fund through the Alabama Golf Foundation that is dedicated to assisting young golfers in higher education. Additionally, the Alabama Golf Foundation supports the Youth on Course Alabama program providing facility access to junior golfers and provides funding for the Alabama Turfgrass Research Foundation. In 2016, the AGA earned the Gold Tee Award for "Outstanding Tournament Operations – Small Association" by the International Association of Golf Administrators (IAGA).

Since 1980, the AGA has managed the affairs of the Southern Golf Association which includes conducting the historic Southern Amateur Championship and Southern Junior Championship, in conjunction with the SGA Board of Directors. AGA staff also administers day-to-day operations of the Elite Amateur Golf Series.

For more information about the Alabama Golf Association, visit www.alabamagolf.org.

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