

Golf Operations Manager

Employment Details

Position: Golf Operations Manager

Chapter: First Tee Greater San Antonio

Location: San Antonio, TX

Preferred Education Level: Bachelor's Degree

Required Certification Level: PGA or LPGA Level I, at a minimum

Job Summary:

PGA or LPGA professional to facilitate and manage golf tournament operations. Plan and execute Greater San Antonio City Amateur Golf Championships and First Tee Program on-course events. This position will also assist in the delivery of First Tee programming sessions.

Supervisor:

- Directly reports to Executive Director, GSA & First Tee Greater San Antonio

Responsibilities:

1. Amateur Golf Manager

Greater San Antonio Amateur Championships:

- Plan and execute 10-12 annual city amateur golf championships
- Create event formats and develop season schedule
- Prepare and maintain amateur golf budget
- Manage and maintain golf tournament software program
- Create, market, and sell sponsorship opportunities for GSA amateur golf programs
- Expand GSA's relationship with the USGA, PGA of America, AJGA and others
- Work closely with the GSA Amateur Golf Committee & GSA Rules of Golf Committee
- Maintain and build relationships with Amateur golf participants
- Promote events through various mediums (email, socials, flyers, media)
- Prepare reports for GSA/FTSA Board, outlining Amateur Championship results
- Manage amateur golf activities on the GSA website
- Promote relations with other local and regional associations

2. Instructor & Coach

- Become a certified First Tee Coach (Paid Training)
- Lead Instructor for assigned programs
- Teach fundamental golf skills using best practices
- Assist with organization and delivery of First Tee Programs and Camps
- Facilitate First Tee program on-course events

Preferred Qualifications

- Bachelor's Degree preferred
- PGA or LPGA Level I or higher required
- Excellent written, interpersonal and communication skills
- Strong time and fiscal management skills

- Must display a passion for working, teaching, and mentoring youth
- Aptitude in working with diverse community groups, including major individual and corporate donors/sponsors
- Strong technology skills and familiarity with all applications of Microsoft Office
- Aptitude to learn and understand golf tournament management software
- Able to work a flexible schedule

Preferred Character

- Charismatic
- Personal
- Self-Motivated
- Team Player
- Flexibility

Benefits

- Opportunity to teach individual golf lessons at Polo Field Driving Range.
- Potential reimbursement for PGA or LPGA education
- Quality benefits package including PTO, Health, Dental and Vision Benefits.
- Simple IRA offered with organization matching.
- Cell Phone Reimbursement.
- Uniform allowance.
- Golf and Merchandise discounts.

Note: All candidates are subject to a background check, drug testing and reference check. Additionally, candidate will be required to complete a Safe Sport Training before starting employment. Competitive Salary will be based upon applicant's background and experience.

Please send resume's and references to:

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