**Tournament Director**

**Position:** Full Time – Exempt Status  
**Location:** Winter Garden, FL  
**Hours:** M-F (8am-6pm)  
**Reports to:** Director of Operations

**About the HJGT**

The Hurricane Junior Golf Tour (HJGT) was founded in 2007 with the intention of providing junior golfers between the ages of 8-18 an opportunity to play exceptional courses in a competitive environment. The tour’s vision is to provide superb hospitality and make every event a memorable one. With play open to both males and females, nearly every junior golfer is eligible to participate on the HJGT. Currently the HJGT is the largest junior golf tour in the world hosting more 2-day nationally ranked events than any other tour.

In 2017, the Hurricane Junior Golf Tour announced a partnership with Nexus, an international hospitality and entertainment company backed by financier Joe Lewis and Tavistock Group, golfing great Tiger Woods and musician and entertainer Justin Timberlake, which will further our collective goal of growing the game of golf, broadening the Tour’s reach across the U.S. and around the world.

**Position Summary**

Execute & run of a minimum of 45 Tournaments per year. Responsible for all aspects of these tournaments operationally

**Responsibilities**

- Personally run and manage up to 45 events annually
- Daily Management of Associates, Volunteers, and Rules Officials
- Manage Golf Course relations (required to notify all of your events inside 90 days.)
- Tournament Set Up and breakdown
- Management of DaPulse item checklists
- Execute onsite sales, marketing, sponsorship, and lead generation plans
- Proper Maintenance of your van and trailers. Provide weekly report of van/trailers to DOO.
- Manage and maintain all inventory through DaPulse
- Manage all HJGT tour policies, which includes but not limited to hotel policy, write up policy, truck policy, office policy, drug and alcohol policy and housing policy.
- Manage $25 budget per person per event for Associate meals
- Successful completion of staff meals for arrival into town, setup day, and tournament days. (4 staff meals are expected for all teams)
- Prepare all tournament yardages for events you are assigned to 6 months in advance.
- Pictures to each info page on Blue golf as the tournament directors. Must be up 4 months in advance.
- Manage Associate team’s schedule/hours
- Management of all HJGT yardages, ratings, and slopes (must be in place 6 months before event). Work with other TD’s inside 12 days to determine if changes are needed.
- Management of all HJGT tee times. Verify they are released 3 days before the first round, they appear on the website, emailed out, and texted out.
- Sit in on weekly conference calls with other DOO and TD’s.
- Manage and update live scoring throughout each round every 30 minutes.
Tournament Director

- Manage results submissions and HJGT points distributions. Everyone cc DOO.
- All info pages set up properly.
- Perform One on one meetings with Associates twice per month. Calls documented and sent to DOO, ED, COO, Recruitment Manager
- EOD sent daily when in office to DOO
- Create new innovative ways to manage and run events
- Manage all HJGT course contracts for your responsible events minimum 90 days in advance.
- Other duties as needed by CEO/COO/DOO

What does success look like

- Manage and run up to 45 events annually
- Achieve 90%+ average positive results on Participant surveys
- 20% of field participation filling out Participant surveys
- 100% of item checklist in DaPulse filled out
- Generate 2 sales leads per event
- Maintain average Pace of Play of 4 hrs, 40 mins per tournament
- Communicate with golf courses 90 days in advance of tournament about field sizes

Education
Bachelor's Degree from and accredited college, or equivalent work experience

Compensation Package
- Competitive Salary (based on experience)
- Bonus
- Health Insurance after 6 months
- 401k after 1 year of employment
- Discounted golfing and food at HJGT Headquarters (Orange County National)

How to Apply?
If you are interested in applying for a tournament director position with the HJGT, please email your resume and cover letter to Thomas@hjgt.org. Qualified candidates will be contacted for interviews and testing.

Due to the cyclical nature of the entertainment industry, the employee may be required to work varying schedules including nights and weekend to reflect the business needs of the company.

Hurricane Junior Golf Tour is an equal opportunity employer and we will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or any other classification protected by law.