JOB POSTING: DIRECTOR, OPERATIONS

Serving the St. Louis Metropolitan area for 30 years, the Metropolitan Amateur Golf Association (“MAGA”) is the largest Allied Golf Association in this region with approximately 140 member clubs in Missouri, Central and Southern Illinois. Its mission is to uphold and carry on the principles and traditions on which the United States Golf Association built amateur golf.

MAGA is a licensed Allied Golf Association of the USGA to issue the World Handicap System and perform USGA Course and Slope Rating Services to our Member Clubs. To that end, in implementing the World Handicap System, MAGA provides the USGA GHIN Handicap Service. MAGA conducts thirteen (13) championships; ten (10) USGA Qualifying Rounds and an Amateur Series each season.

ROLES and RESPONSIBILITIES:
The role of the Director, Operations is to work under the direction of the Executive Director in carrying out the Association’s core services identified above which includes, but is not limited to, the conduct of both the Association’s championships and USGA qualifying rounds and implementation of our handicap and course rating services.

KEY CHARACTERISTICS and QUALITIES:
- Demonstrate strong leadership skills to be able to gain the respect of and to lead seasonal interns and volunteers;
- Organized, with the ability to establish clear priorities, delegate and manage seasonal interns/volunteers;
- Ability to work with the Executive Director to maintain the vision of the organization and establish long-term goals;
- Exhibit self-initiative;
- Passion for golf and golf administration;
- Familiarity of the USGA Rules of Golf and the World Handicap System;
- Familiarity of Wordpress, our website management software and the ability to maintain a fresh, updated website;
- Familiarity of Microsoft Office products (Publisher, Word, Excel, PowerPoint, etc.);
- Familiarity working with social media platforms (Facebook, Twitter, Instagram)

QUALIFICATIONS and REQUIREMENTS:
- Four-Year College Degree;
- Experience of 2-3 years in golf administration and/or tournament administration experience preferred;
- Solid computer skills including Microsoft Office programs;
- Working knowledge of GHIN, USGA Tournament Management or similar golf tournament program;
- Desire to work with all ages of golfers, volunteers, etc.;
- Desire to be outside during the summer months and be physically able to walk long distances, carry heavy equipment (coolers, tents, etc.)

COMPENSATION and BENEFITS:
- Salary commensurate with experience and qualifications
- Health Insurance
- Cell Phone provided or expense reimbursed
- Paid Vacations and holidays
- Paid expenses while on work related travel
- PGA/USGA Rules of Golf Workshop

TO APPLY:
All applicants should forward a resume and cover letter electronically to the Executive Director at curt@metga.org.

DEADLINE:
Applications will be accepted until the position is filled