New Hampshire Golf Association
Tournament Director Job Description

Job Title: Tournament Director
Reports To: Executive Director
Status: Full-Time/Non-Exempt
Start Date: Late 2020/Early 2021

JOB SUMMARY
The NHGA is looking for a talented individual who will lead our tournament department, manage tournament staff, and be responsible for the administration and oversight of all New Hampshire Golf Association (NHGA) tournament operations. The individual will assist with NHGA Rules of Golf Seminars and other educational programs, work independently with minimal supervision, and make independent decisions on assigned tasks by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Administers NHGA, USGA, and NEGA events as assigned by the Executive Director including, but not limited to, pre-tournament visits and preparation of player pairings, information sheets, local rules, committee assignments, course set-up, and on-site supervision.
- Assists in golf course procurement for the annual competitions calendar. Coordinates the final arrangements for golf course usage to include contractual requirements and conveys information to volunteers at qualifying sites.
- Assists with the instruction of Rules seminars and tournament administration for directors, committee volunteers, members, and guests. Answers rulings and provides both verbal and written interpretations to NHGA members and other related organizations.
- Assists in the recruitment, evaluation, management and training of NHGA committee volunteers.
- Provides expertise and support to outside tournaments as assigned.
- Supervises interns and tournament support staff.
- Assists with the ordering of awards and gifts, engravings of trophies, plaques, medals, etc.
- Maintains complete and accurate records for NHGA filings and databases. Compiles historical information on NHGA Championships.
- Performs other duties as may be assigned by the Executive Director.

PERSONAL COMPETENCIES – To perform the job successfully, the Tournament Director must demonstrate the following competencies:

- Performs multi-tasks under pressure
- Adheres to time deadlines
- Analyzes and processes diverse information
• Identifies and resolves problems in a timely manner
• Listens to others and solves conflicts
• Integrates diverse viewpoints and opinions working with staff and others
• Develops and maintains strong professional relationships with program participants and golf course staff at each event site
• Speaks clearly and persuasively and demonstrates group presentation skills
• Conveys a demeanor that is professional yet approachable
• Builds morale and teamwork and is supportive of others
• Adapts well to changes in the work environment and implements effective changes to improve results
• Looks for ways to improve and promote quality of NHGA events
• Manages and develops employees’ skills and work habits
• Works within approved budget(s)
• Prioritizes and plans work activities
• Demonstrates accuracy and thoroughness
• Meets productivity and quality standards of the NHGA.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience:
Bachelor’s degree (B.A.) from a four-year college or university, and a minimum of two or more years of relevant work experience with proven ability to handle multiple tasks and projects are required. Must have a strong knowledge of golf tournament formats and the Rules of Golf. Must have strong oral and written communication skills; must be detailed oriented and well-organized; must have strong interpersonal skills; and must be self-directed with a strong work ethic.

Communication Skills:
Ability to read and comprehend written or oral instructions, correspondence, and memos. Ability to read, analyze, and interpret general business or trade periodicals, professional journals, technical procedures, and governmental regulations. Ability to write memos, reports, correspondence, procedure manuals, and other documents. Ability to effectively present information and respond to questions from Board members, managers, employees, members, volunteers, and the general public.

Computer Skills:
To perform this job successfully, must be proficient in using word processing, spreadsheet, and database or contact management software, including Microsoft applications, e.g., Excel, Word, PowerPoint, Outlook, and other Windows software. Strong proficiency and knowledge of USGA Tournament Management software is required.

Time and Travel:
Requires ability to operate a car safely, and must have a valid driver’s license and provide proof of insurability. The job requires a large amount of travel throughout New Hampshire. The
employee will be required to work contiguous days and flexible scheduling is required over a 7 day week. Applicant must be willing to work weekends.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to see, talk, hear, and use hands and fingers in performing majority of work. The employee is frequently required to reach with hands and arms. The job requires employee to have dexterity in using telephone, computer keyboard, mouse and calculator while seated at a desk. The employee is occasionally required to stand, walk, climb or balance. The employee must regularly lift and/or move up to 15 pounds, and occasionally lift and/or move up to 30 pounds. The employee frequently moves within the building to interact with fellow employees. Specific vision abilities required by this job include close and distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to operate standard office equipment, such as computer, calculator, fax machine, photocopier, etc.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to work in an office environment or outside for certain events, and the noise level is usually quiet to moderate.

COMPENSATION & BENEFITS
The salary for this position is competitive within the AGA network and commensurate with experience. Bonus & incentives based on performance and sponsorship sales are available. Benefits include individual health and dental insurance; retirement contribution; paid vacation, PGA dues paid if PGA Member, assistance with PGA PGM Program upon completion of each level (if applicable); business expense and business travel account allowances; cell phone plan; and use of NHGA vehicle for NHGA business.

APPLICATION PROCESS
Please forward cover letter and resume to:

Matt Schmidt
Executive Director
New Hampshire Golf Association
mschmidt@nhgolf.com

Application Deadline: November 15, 2020