**OVERVIEW**

The Sun Country Golf House is an alliance of the leading golf-related organizations in the general areas of New Mexico and West Texas. The alliance of these associations makes this entity the epicenter for golf in our area. The Sun Country PGA is the representative body for the PGA Golf Professionals in the geographical footprint of New Mexico and West Texas while the Sun Country Amateur Golf Association is the representative for the USGA and the amateur golfers in the area. With the blessing of each group’s Board of Directors, the two organizations have combined staffing and resources in the form of the Sun Country Golf House. This allows the two groups to cast a wider net of influence while furthering additional goals together, specifically growing the game of golf. Educating the public on the organizations, providing a great tournament schedule for professionals and amateurs alike, executing a junior tour for youth golfers, making New Mexico and West Texas a national golfing destination and generally improving and promoting the game of golf are the focuses of this collaboration.

**REPORTS TO**

Director of Rules and Competitions

**APPLICATION DEADLINE**

December 15, 2020

**TERM OF POSITION**

Feb. 2021 – January 2022 *(Start date and term flexible)*

**PURPOSE**

The person selected will be responsible for all facets of golf administration, including, but not limited to:

- Assisting at Sun Country Region Events
- Prepare notice to competitors
- Receive and process tournament applications
- Become familiar with the USGA’s Tournament Software and GHIN Handicapping Software
- Record Final Results and Prize Distribution
- Assist in Course Rating duties
- Assist all rules officials and be responsible for volunteer coordination at events

**General Office Administration**

- Compile and maintain office records
- Respond to all inquiries
- Assist with tournament and volunteer database updating

**Communications, Marketing and Media Relations**

- Notify Press of events and intended coverage
- Prepare articles for newsletter
• Inform members of benefits joining the SCAGA
• Assist with web site updating
• Photograph players at various events for publication

OFFICE HOURS
Monday through Friday 8am to 4:30pm are the base requirement with consistent attendance on weekends, evenings and possibly holidays to attend to tournament and event operations.

QUALIFICATIONS AND EXPERIENCE
• Experience and skills in working golf tournaments and or general event operations
• Knowledge of the USGA Rules of Golf
• Understanding of the handicapping system for competition purposes
• Excellent interpersonal and communication skills, public speaking and ability to explain rulings clearly
• This position requires extensive travel. Candidates must have a passion for the game of golf and be willing to work and travel on weekends and holidays.
• Familiarity with USGA Tournament Software/BlueGolf a plus

OTHER QUALIFICATIONS
Reliable transportation and a valid driver’s license required

COMPENSATION & BENEFITS
Selected intern will receive a $24,000 stipend for the year. Candidates can inquire for more details.

Some clothing will be provided, with the employee expected to source and maintain a high standard of attire at all times. Vacation, holidays, meals, and sick time also included. Mileage reimbursement for work related travel.

TO APPLY
Send resume, cover letter and the names and contact information for three references to:
Logan Rasmussen, Director of Rules and Competitions
Sun Country Amateur Golf Association, Sun Country PGA & Sun Country Junior Golf Foundation
Email: logan@suncountrygolfhouse.com