



Founded in 1912, Alberta Golf has over 50,000 members and a \$1.5 million annual budget. As the provincial sport organization for golf in Alberta, we are committed to realizing the positive impacts of golf on individuals and communities across Alberta. Our vision is that through golf, Albertans will enjoy a high quality of life, improved health and wellness, a strong sense of community, economic benefits and personal fulfillment. The Alberta Golf Foundation awards scholarships on an annual basis to deserving Albertans attending post-secondary institutions.

## Competitions & Event Manager

Reporting to the Executive Director/CEO, this position will lead our competitions department in delivering value to individuals and facilities throughout the province through the planning and execution of best in class competitions.

### IN SEASON COMPETITIONS RESPONSIBILITIES (between April 1<sup>st</sup> and October 31<sup>st</sup>)

- Organize host site visits, course requirements, F&B, referees assignment, host club volunteer management
- Manage all event preparation, draws, scoring, results, prizes
- Generally, provide day-to-day competition administration and leadership
- Attend approximately 20 competitions throughout the province (approximately 60 event days)
- Work with all field staff on event build and take-down requirements (tents, tee markers, pins/flags, signage)
- Oversee onsite responsibilities including player and volunteer registration, competitor starting and scoring
- Meet and interact with event participants, hosts and volunteers
- Support all partner tournaments (CGA, CLGA, EGA) based on provision of service agreements

### OFF SEASON RESPONSIBILITIES (between November 1<sup>st</sup> and March 31<sup>st</sup>)

- Organize provincial competition schedule and junior golf schedule
- Organize all event formats, fees, budgets, meals, prizing, staffing, volunteers
- Work with competitions committee on policies and update championships manual annually
- Manage discretionary exemption policy, exemption list
- Work with Golf Canada on the allocation of all quota spots for National Championships
- Order and manage keeper and house trophies
- Setup all competitions using BlueGolf or similar software, registration, administration
- Organize all competition assets and equipment
- Organize merchandise, meals, gifting, logos, event signage
- Organize all competition chairs, duty roster

### ADDITIONAL RESPONSIBILITIES

- Work with office staff on additional events throughout the year including: Rules Seminars, Annual General Meeting, Committee Meetings, Golf Festivals.

### Qualifications / Education:

Skills and experience commensurate with job responsibilities. Knowledge of the golf industry and a passion for the sport is considered essential. A valid driver's license and a post-secondary degree or certificate in any discipline are required for this position.

### Hours of Work:

8:30 am – 4:30 pm. *This position requires some weekend travel throughout the province as well as longer hours during events. Hours of work are monitored and adjusted accordingly to ensure a healthy environment.*

### Compensation:

\$65,000, including vehicle allowance, cell phone, health & dental plan, apparel subsidy

### Reports to:

Executive Director/Chief Executive Officer

**Deadline for Applications:** December 5, 2019

Please forward your resume in confidence to: Phil Berube by email ([phil@albertagolf.org](mailto:phil@albertagolf.org)) or mail to Alberta Golf - Suite 22, 11410 27 St SE, Calgary, AB, T2Z 3R6.