



Tournament Director, Golf Association of Philadelphia

The Golf Association of Philadelphia (GAP) was established in 1897 by members of Aronimink Golf Club, Merion Cricket Club, Philadelphia Country Club and Philadelphia Cricket Club. It serves as the governing body of amateur golf in the region. With 75,000 members and 280 Member Clubs in the Philadelphia region, the Association provides leadership, support and direction to foster the growth and development of the sport of golf. As Philadelphia's most trusted source of golf information, GAP preserves, protects and promotes the game of golf.

Position Tournament Director

Description Assist the Director of Competitions and tournament staff with all aspects of GAP events while developing working relationships with tournament volunteers and club representatives.

Reports to Executive Director

Duties and Responsibilities

- Responsible for the administration of GAP events as assigned on an annual basis. This includes pre-tournament visits and preparations of player pairings, information sheets, local rules, volunteer assignments, course set-up and on-site supervision for all events assigned.
- Work with the Communication Department on providing pertinent tournament information for all GAP Social Media outlets (Facebook/Twitter/Instagram).
- Assist with the volunteer program, including training, application process, clothing order, awards and recognitions.
- Participate on Junior and Championship committees and help with preparation of meeting materials.
- Coordinate and assist with the administration of GAP Winter Series events and GAP Member Play Days.
- Manage the ordering of supplies, including paint, tees, pencils, tents and all other tournament essentials.
- Assist with the administration and scheduling of the BMW GAP Team Matches.
- Responsible for the training of the GAP interns.
- Attend annual USGA Rules of Golf workshops.

Job Requirements

- Strong knowledge of the game of golf, prior work experience in the game preferred.
- Working knowledge of Microsoft Office (Excel, Word, Outlook, PowerPoint).
- Understanding of the Tournament Management software; Golf Genius is preferred.
- Strong communications skills, both written and verbal.
- Detail oriented, highly organized and ability to multi-task.
- Valid driver's license and reliable transportation.
- College degree preferred.

Location 1974 Sproul Road, Suite 400, Broomall, PA 19008

Salary Commensurate with experience and qualifications

Benefits Include health, life & disability insurance, 401k, mileage and medical/dental reimbursement

Apply Please forward a cover letter and résumé to:

Golf Association of Philadelphia
1974 Sproul Road, Suite 400
Broomall, PA 19008
Attention: Employment Opportunity

Or e-mail résumé to jobs@gapgolf.org with "Tournament Director" in subject line

For more information about the Golf Association of Philadelphia, please visit www.gapgolf.org.

Application Deadline: Position open until filled.