



## **GAP Director of Course Rating**

**Reports To:** Director of Member Services

**Start Date:** As Soon as Possible

GAP (Golf Association of Philadelphia) is seeking a Director of Course Rating. With an outstanding track record and reputation within the Allied Golf Association community, GAP is celebrating its 125th Anniversary in 2022 and is looking to add to its team.

The qualified applicant must have experience in the golf industry as he/she will be in charge of all aspects of GAP's Course Rating program. GAP conducts an average of 40 Course Ratings per year, and the Director of Course Rating is responsible for scheduling and executing everything pertaining to each rating.

In addition to scheduling and attending the rating, the Director of Course Rating will also be responsible for inputting rating data into the GAP spreadsheet and then transferring that data to the USGA's Course Rating System. The finalized ratings are then approved by the Association's Course Rating Review Committee, which is overseen by this individual as well.

Another responsibility of the role is to maintain and manage GAP's industry-leading Course Measuring tool, which is currently used by 11 other associations.

This individual is also expected to annually attend the USGA Course Rating Calibration Seminar to continue education and growth on the topic of Course Ratings. A general knowledge of the Rules of Handicapping is also required.

A clean driving record and reliable transportation is a must, as the Director of Course Rating is expected to travel multiple days per week during the GAP season (April through November). In addition to the primary duties, this individual will also be asked to support other areas of the Association such as Member Services and Championships, as needed. The individual would also be asked to gain proficiency in the Golf Genius event management platform as well.

### **Requirements**

College degree or equivalent work experience

Highly organized and detail-oriented individual

Proficient in Microsoft Office

Knowledge of Google Earth  
Self-starter and highly-motivated  
Engaging personality

**Salary:** Commensurate with experience

**Benefits:** Health insurance, Medical Reimbursement Plan, Two weeks vacation in year one, Travel Expenses Covered, 401K program

GAP (Golf Association of Philadelphia) is the nation's oldest state or regional golf association. With over 300 member clubs and 82,000 individual members, GAP is a USGA Allied Golf Association in eastern Pennsylvania, the southern half of New Jersey and Delaware. GAP has a staff of 20 at headquarters in Broomall, Pa., just outside of Philadelphia.

**To Apply:** Send Cover Letter and Resume to [jobs@gapgolf.org](mailto:jobs@gapgolf.org)