



GAP Tournament Director

Reports To: Director of Competitions

Start Date: As Soon as Possible

GAP (Golf Association of Philadelphia) is seeking a Tournament Director. 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 assisting the Director of Competitions and the tournament staff with all aspects of GAP's events while developing working relationships with tournament volunteers and club representatives. With nearly 250 event days throughout the year, including major championships like the BMW Philadelphia Amateur, USGA Qualifiers and events like the BMW GAP Team Matches, GAP runs a full slate of events for players of all ages, skill levels and genders.

This individual will be 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 setups and on-site supervision for all events assigned. GAP uses the Golf Genius tournament management platform so knowledge of that system is helpful.

The candidate is expected to work with the GAP Communications Department on providing pertinent tournament information for the GAP website and social media platforms.

This position will also assist with GAP's volunteer program, including training, application processes, clothing awards, awards and recognitions.

He or she will also serve on GAP's Junior and Championship Committees. This person will also coordinate site acquisition with the Director of Competitions. In addition, they will be expected to assist in administration of the GAP Winter Series events.

Organizational skills are a must, as the Tournament Director will manage the ordering of supplies, including paint, tees, pencils, tents and other tournament essentials.

Requirements

College degree or equivalent work experience
Strong knowledge of the game of golf
Proficient in Microsoft Office
Understanding of the Golf Genius Tournament Management Platform
Attend annual USGA Rules of Golf Workshop
Strong communication skills, both written and verbal
Detail oriented, with the ability to multi-task
Valid driver's license and reliable transportation

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 90,000 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