



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 over 120,000 members and 350 member clubs in the region, the Association has a fulltime staff of 29 individuals. As Philadelphia's most trusted source of golf information, GAP preserves, protects and promotes the game of golf.

Position Tournament Director (fulltime, exempt position)
Reports to Director of Competitions
Start Date ASAP

Description GAP is seeking a Tournament Director to join the Championship Department staff. The individual will play a key role in helping GAP administer nearly 200 event days per year in one of the most golf-centric areas in the nation. The ideal candidate will be a team player ready contribute in a variety of roles and develop their skills as the official-in-charge of a portion of the GAP tournament schedule.

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.
- Assist with the volunteer program, including training, application process, clothing order, awards and recognitions.
- Assist with inventory tracking and maintenance of tournament equipment and supplies.
- Assist with the administration and scheduling of the BMW GAP Team Matches.
- Attend annual USGA Rules of Golf workshops with goal of achieving Expert certification (score of 90+).
- Attend GAP educational seminars in person and/or online as assigned and based on experience.
- Provide support for day-to-day operations of the association and special events as assigned.

Work Environment

- The position is based out of GAP's home office in Broomall, PA and requires the employee to be physically present in the office during normal office hours (8:30am – 4:30pm).
- During the off-season, flex scheduling is available with only 3 days per week in-office required.
- Some overnight and weekend travel required during tournament season.

Skills & Qualifications

Required

- Strong attention to detail, ability to multitask, meet deadlines, and a strong work ethic.
- Excellent customer service and interpersonal skills, strong communication and organizational skills.
- Solution-oriented individual who can use logic and problem-solving skills in time-sensitive situations.
- Ability to work well in a team-oriented environment as well individually with general supervision.
- Must have reliable transportation and valid driver's license.

Preferred

- Previous attendance at USGA/PGA Rules of Golf Workshop
- Knowledge of Golf Genius Tournament Management Software

Compensation and Benefits

Commensurate with experience and qualifications. The GAP benefits package includes health and life insurance as well as a 401k Plan with matching benefit after six months of continuous employment. Employees have a normal holiday schedule, plus floating holidays, PTO, and Association-sponsored events included.

To Apply Please forward a cover letter and résumé to:

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

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.