

**OPPORTUNITY:**

Job Title: Rules & Competitions Volunteer
Reports to: Manager, Rules and Competitions

HOURS OF WORK:

Flexible hours to suit volunteer availability
Ideal Start Date: September 17, 2018

APPLICATION DETAILS:

Attn: Human Resources
Subject: Sport Department Volunteer
1333 Dorval Drive, Suite 1
Oakville, ON L6M 4X7
Email: resumes@golfcanada.ca
Visit: www.golfcanada.ca

The successful candidate will have the opportunity to work within the Rules and Competitions department and assist with administration roles for Amateur Championships and the Rules of Golf.

Main Duties include:

- Assist with follow-up / service phone calls for Amateur Championships and Rules Education;
- Assist with processing expense reports for championship officials;
- Assist with shipping of materials for Amateur Championship host clubs and Rules Education participants;
- Assist with all aspects of the championship division as required, including inventory, ordering, player services, promotions and player recruitment;
- Assist with Rules of Golf and Amateur Status administration;
- Assist in creating communications initiatives to promote the Rules Education program and 2019 competitions.

Required skills:

- Excellent communication skills (verbal and written);
- Fast learner who is comfortable with telemarketing and cold calling;
- A motivated and enthusiastic individual who is able to work independently and as part of a team;
- Strict attention to detail and deadlines;
- Strong organizational skills and ability to multi-task in a fast-paced environment;
- Has a passion for the game of golf;
- Bilingual (English and French) language skills are considered an asset but not required.

One (1) unpaid position is available. Forward cover letter and resume, by e-mail or mail only, **NO PHONE CALLS PLEASE** to the above contact.

Golf Canada thanks all applicants but will contact only those who will be invited for an interview.

Golf Canada is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation during any stage of the recruitment process, please notify Human Resources at 905-849-9700 x240.

Golf Canada is dedicated to employment equity and fostering diversity within the workplace in order to build an inclusive workforce where all employees have the opportunity to reach their potential.