



OPPORTUNITY

Job Title: Assistant, Tournament Operations
Reports to: Manager, Rules and Competitions

CONTRACT POSITION

Start Date: May 6th, 2019
End Date: August 30th, 2019

APPLICATION DETAILS

Attn: Human Resources

Subject: Golf Canada, Tournament Operations Assistant

1333 Dorval Drive, Suite 1

Oakville, ON L6M 4X7

Email: resumes@golfcanada.ca

Visit: www.golfcanada.ca

OVERVIEW

Golf Canada is looking for qualified applicants to serve as tournament operations assistants within the Championship Division. Travelling in teams of two (2) to help conduct the Future Links, driven by Acura Championships, professional championship qualifiers and Golf Canada's National Men's and Women's Amateur Championships. Acting as ambassadors for Golf Canada within the communities hosting our competitions and ultimately responsible for promoting the Golf Canada brand, as well as the game of golf. Other exciting opportunities may include assisting the Championship Division with such events as the RBC Canadian Open and the CP Women's Open.

HOURS OF WORK

- Hours of work require flexibility and will be determined at the time of hiring
- Travel schedule to be provided by manager

NUMBER OF TOURNAMENTS

- Approximately 5-6 tournaments from May to August

TOURNAMENT TRAVEL

- All teams will travel extensively via Golf Canada's corporate trucks
- Travel distances between championships will vary depending on the travel schedule
- Teams are required to share driving responsibilities which will be discussed at the time of hiring

TRAVEL TEAMS

Each team will consist of two (2) operations assistants. The team will travel as a pair to various tournaments across the country. Teams spend a great deal of time together striving to achieve common objectives and must be willing to work in a team atmosphere and learn how to effectively solve problems and difficult situations.

CAREER ENRICHMENT

There are countless benefits to participating in this Golf Canada Opportunity. You will meet and interact with many people. You will get to know the future players of the PGA and LPGA Tours. You will be around influential and successful members of the Golf Canada Board of Directors and Governors Council, work closely with golf professionals, directors of golf and course superintendents. In addition to the contacts made, the position may serve as a training ground for employment with Golf Canada. Many Golf Canada staff have been hired as a result of their success as a summer operations tournament assistant.

JOB REQUIREMENTS

- Must have a valid and clean driver's license (submission of a driver's abstract will be required)
- Must have a willingness to work flexible work hours and in inclement weather conditions
- Must have a willingness to endure physical labour such as heavy lifting on a daily basis
- Must have an interest in traveling

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- College/University student preferred
- Ability to drive and operate company truck & large equipment trailer (training provided)
- Excellent communication and interpersonal skills
- Ability to cooperate and work in a team atmosphere
- Ability to apply public speaking skills when required
- Highly motivated individual with resiliency under pressure
- Positive attitude with the ability to self-start and take an active leadership role
- Proficiency in Microsoft Office Suite
- Bilingualism (French & English) is considered an asset
- Basic golf knowledge is considered an asset

MAIN DUTIES & RESPONSIBILITIES

- Support Tournament Director in all aspects of Championships
- Must be able to work cooperatively with your travel teammate
- Must be able to work well with other members of the team as well as tournament director(s)
- Drive the equipment truck and trailer to various championship sites across Canada
- Tournament set-up, preparation, and tear down
- Golf course set-up, preparation, and tear down
- Moderating equipment inventory, maintenance and replenishment
- 'Starting and scoring' of players
- Deliver customer excellence to all partners, volunteers, players and participating facility staff
- Represent Golf Canada in a professional manner at all times
- Promote the brand, golf and grow participation in various communities
- Administrative tasks as required
- Assist with media and public relation tasks (taking photos, etc.)
- Other duties as required

Golf Canada thanks all applicants for their interest in the position but will only contact those who will be invited for an interview. **NO PHONE CALLS PLEASE.**

Please apply using the application details listed above by **11:59pm EST, Wednesday February 6th, 2019.**

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.

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.