



EMPLOYMENT OPPORTUNITY – GOLF HOUSE KENTUCKY

Job Title: Junior Operations Coordinator (Seasonal Position)

Reports to: Director, Junior Programs

Job Type: Tournament Operations

Location: Louisville, KY

Time Frame: March – October

Application Process: Submit resume, cover letter and references to Michael Vick, PGA via email at mwick@kygolf.org

General Job Description

Golf House Kentucky (GHK) is seeking a highly qualified individual for the position of Junior Operations Coordinator. This position is responsible for assisting in the continued development and growth of the Kentucky PGA Junior Tour and various other junior golf initiatives across the state. The person in this position will act on behalf of Golf House Kentucky and report directly to the Junior Programs Director.

Primary Responsibilities

- Conduct and oversee all one-day competitions on the Kentucky PGA Junior Tour
- Assist in the operations of multi-day KPGAJT Championships
- Utilize Golf Genius Tournament Software to handle registrations, memberships, and tournament pairings for KPGAJT Events
- Pre-tournament administrative work including printing of pairings, scorecards, scoreboards, and creation of rules sheets
- Assist in operations of Kentucky high school invitationals & championships
- Effectively communicate with host professional staff, parents, and junior golfers
- Oversee interns/support staff when the Junior Programs Director is out of the office or unavailable

Preferred Qualifications

- A college degree preferred but not required
- Basic knowledge of tournament golf & the Rules of Golf
- Passion for the game of golf
- Ability to work independently to complete a task
- Excellent organizational skills and strong attention to detail
- Ability to multi-task and prioritize
- Experience with Golf Genius Tournament Software (preferred but not required)
- Valid driver's license and own vehicle, though GHK does have a company vehicle

Physical Requirements

- Lifting and transport equipment up to 50 pounds
- Long periods of time standing/walking both indoors and outdoors.
- Use of hands with computer data entry, collating materials, etc.
- Ability to hear and to see both short and long distances.
- Must be able to operate a vehicle and a golf cart
- Ability to travel and work extended hours **(including weekends)**

Hours & Work Schedule

- Tournaments run mostly Saturday/Sunday during the spring, Monday-Friday during the summer with some Saturday/Sunday work required
- Length of day varies due to tournament setup, field size or weather
- Typical work week 40-60 hours - 5-6 days per week with travel required 4-5 days per week

Compensation

- \$15.00 per hour plus overtime for hours worked over 40 hours each week (subject to deductions for taxes and other withholdings as required by law)
- Mileage for tournament travel commensurate with company policy
- Tournament related expenses such as lodging and meals while traveling
- Staff will be provided shirts
- Staff is responsible for providing their own staff pants/shorts/skorts, tournament shoes (tennis shoes or golf shoes) & rain gear

About Golf House Kentucky

Golf House Kentucky is the umbrella organization for Kentucky's Family of Golf Organizations: Kentucky Golf Association, Kentucky PGA and Kentucky Golf Foundation. The vision of Kentucky's golf leaders, Golf House Kentucky was founded in 1978, and is headquartered in a picturesque country setting in Louisville, Kentucky. Golf House Kentucky conducts competitions for golfers of all ages, gender and skill levels (amateur and professional), and provides valuable services to Kentucky PGA professionals and member golf facilities. Working in partnership with the USGA, Golf House Kentucky provides individual golfers and member golf facilities with a wide range of services: Handicapping, USGA Course and Slope Rating, award programs, club consulting and golf management software. The family's philanthropic affiliate, Kentucky Golf Foundation promotes the Kentucky Golf Hall of Fame, Kentucky golf museum and provides grant and scholarship programs for youth in the Commonwealth of Kentucky.