



EMPLOYMENT OPPORTUNITY – GOLF HOUSE KENTUCKY

Title: Operations Coordinator

Reports to: Sr. Director, Member Programs; Executive Director

Application Deadline: December 15, 2021; Open Until Filled

Position Start and End Dates: Start date is flexible

Location: Louisville, Kentucky

Application Process: Submit resume, cover letter and references to Jeff Adkerson, CEO/Executive Director via e-mail at jadkerson@kygolf.org. Position is open until filled.

OVERALL JOB SUMMARY

The Operations Coordinator's primary function is to facilitate and manage the course rating programming for the Kentucky Golf Association. The course rating program is a core business function and vital to the Kentucky Golf Association and the United States Golf Association (USGA). Additional responsibilities will involve tournament administration duties with the Kentucky Golf Association (KGA) and Kentucky PGA (KPGA) as time permits and as needed.

SPECIFIC JOB RESPONSIBILITIES

- Complete course ratings at golf courses throughout Kentucky
- Formulate and execute a course rating strategy to ensure timely ratings in accordance with USGA requirements
- Key/input data collected for courses
- Train and coordinate independent contractors as field course raters
- Assist in golf course set-up for KGA and KPGA golf tournaments to include course marking, selection of tee and hole locations, etc.
- Participate in execution of KGA and KPGA golf tournaments
- Other duties as assigned

ADDITIONAL JOB RESPONSIBILITIES

- General representative duties: answering phone calls, general office duties, etc. when in office
- Assist staff in the development and management of officials, interns and volunteers
- Participate in staff projects and initiatives that may be outside of primary responsibilities

PREFERRED QUALIFICATIONS

- College degree or equivalent is preferred
- Prior experience with USGA's Course Rating System preferred
- Knowledge of the game of golf and its terminology
- Extremely detail oriented with the ability to multi-task
- Excellent verbal and written communication skills
- Willing to travel throughout Kentucky and flexibility for work schedule (including some weekends and evenings)
- Highly motivated individual willing to assist others with the ability to work both as a team and independently

- Passion for the game of golf
- Functional knowledge of the rules of golf
- Basic understanding of developing and monitoring project budgets

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.
- Weekend work and overnight travel may be required.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.
- The employee must be able to drive the company vehicle/van and/or drive to and from various locations throughout the Region. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

HOURS & WORK SCHEDULE

- Most work will be performed Monday-Friday (8:00a – 5:00p) but may require work on some weekends and evenings
- Length of day may vary if working in the field
- Travel will be required
- Major Holidays are observed, and the office is closed. Please consult the Employee Handbook for these dates.

COMPENSATION

- Salary range commensurate with experience and qualifications
- Individual Medical and Dental Insurance; Family insurance available at employee expense
- 401K Retirement plan with company contribution
- Cell phone reimbursement (\$50 / mo)
- Education allowance as approved by the Executive Director
- PGA Dues if applicable
- Paid Vacation, holidays, and sick leave
- Mileage for travel is reimbursed at IRS recommendations
- Travel related expenses such as lodging and meals while on assignment

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.