



EMPLOYMENT OPPORTUNITY – GOLF HOUSE KENTUCKY

Title: Junior Golf Tour Manager (full time, salary)

Reports to: Chief Executive Officer, Golf House Kentucky

Application Deadline: Open until filled

Desired Start Date: February 2026

Location: Louisville, Kentucky

JOB DESCRIPTION

Golf House Kentucky is seeking a highly motivated individual to fulfill the role of Junior Golf Tour Manager. This position shall be directly responsible for the day-to-day operation of the organization's state-wide junior program, which includes the Kentucky PGA Junior Tour, the Kentucky PGA Junior Championships, the Kentucky Junior Amateurs, and Middle School and High School State Championships. The Junior Tour Manager will also be periodically involved in other areas within Golf House Kentucky and will play a vital role in the overall growth of Kentucky's Family of Golf Organizations.

This person will embody a mindset of continuous improvement and ownership as it applies to the Kentucky PGA Junior Golf Tour and will be expected to work cohesively with the other tournament directors, and the entire Golf House Kentucky team.

JOB RESPONSIBILITIES

Kentucky PGA Junior Tour

- Responsible for all facets of each junior tour event, including communication with host facilities, distributing tournament information to players and parents, coordinating and/or conducting the event, and submitting results to Junior Golf Scoreboard and the American Junior Golf Association
- Develop and distribute the Junior Tour Handbook
- Develop annual promotional plan to recruit and retain players
- Manage Junior Tour Memberships and develop a promotional plan to grow the program
- Setup online registration system and oversee tournament entry acceptance process, confirmation notices and withdrawal procedures
- Coordinate all trophy purchases per budget and direction of leadership
- Facilitate course setup and communication with host professionals
- Manage all Junior Player of the Year standings
- Monitor and track key performance indicators and prepare designated management reports
- Assist with fundraising efforts for the Junior Tour and recruitment and retainment of sponsors and corporate partners

High School Championship and KHSAA Administration: Serve as Kentucky Golf Foundation's staff member in charge at the KHSAA Golf Championships. Responsible for maintaining the All-State points standings and coordinating the annual

All-State Banquet. He/she will also serve on the KGCA Executive Board and All-State Committee. He/she will also coordinate the High School Event assistance program.

Middle School State Championship: Responsible for conducting the Middle School State Championship and associated regional qualifiers, including securing host qualifying venues, entry registration, distributing associated materials and conducting the championship.

Personnel Management: Recruit, develop and manage tournament officials, directors, assistants and volunteers for the Junior Tour. Schedule staff/tournament officials based upon requirements for junior tour events. Manage the USGA P.J. Boatwright Interns who are assigned to junior golf. Supervise direct report staff, which includes training, daily management and evaluation.

Financial: Facilitate the development of the junior golf budget, which includes setting a budget for each tournament and working within the budget constraints for set junior programs. Provide leadership with monthly Junior Tour operations report on the financial state of the junior programs and events.

PREFERRED QUALIFICATIONS

- College degree or equivalent with experience in golf administration
- Knowledge of golf tournament operations including agronomy, playability, golf course set-up, officiating, and corporate partner sales
- Experience in youth development, program management and tournament administration
- Continuous improvement mindset
- Passion for the game of golf
- Positive personality with a focus on people, customer service, and relationships
- Excellent organizational and communication skills
- Strong attention to detail and ability to multitask and prioritize
- Knowledge of the USGA Rules of Golf (Certified exam score preferred)

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

- Typical work week 40-55 hours
- Tournament work and in-state travel required during season (March - October)
- Some Saturday/Sunday work required
- Ability to earn comp time for extra hours worked, per company policy
- Opportunity for some remote work, per company policy

COMPENSATION & BENEFITS

- Starting Salary: \$48,000 - \$55,000.
- Opportunity to earn potential annual raise and year-end bonus.
- \$50/month cell phone reimbursement.
- 401(k) Retirement Plan with 5% contribution from employer.
- 100% of individual benefits package paid by employer (medical, dental, vision, ST/LT Disability, Basic Life).
- Family insurance is available at employee expense.
- Paid vacation and sick time.
- Additional paid holidays and comp time.
- Continuing education opportunities.
- PGA Dues paid (if applicable).
- Job expenses covered (uniforms, meals, lodging, mileage reimbursement while traveling).

TO APPLY: Please send a cover letter and resume to MacKenzie Peyton, Director of Membership & Communications, with “Junior Tour Manager” in the subject line to mpeyton@kygolf.org. Applications will be accepted until the position is filled.

ABOUT GOLF HOUSE KENTUCKY

For more information, visit kygolf.org.

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 over 120 competitions for golfers of all ages, gender and skill levels (amateur, professional, and junior) with a full-time staff of thirteen and seven seasonal/intern positions. GHK works in conjunction with the PGA of America (through the KPGA) and provides valuable services to Kentucky PGA professionals and member golf facilities. Working in partnership with the USGA, Golf House Kentucky (through the KGA) 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 runs programs which positively impact the lives of youth and military members in Kentucky through the game of golf, the Kentucky Golf Hall of Fame, and the Kentucky golf museum. Golf House Kentucky has a staff of 14 full-time employees and 6 summer interns.