

# Greater Cincinnati Golf Association



**Job Title:** Director, Rules & Competitions  
**Reports To:** Executive Director  
**Location:** 9200 Montgomery Road, Suite 24B, Cincinnati, Ohio 45242  
**FLSA:** Full Time (Exempt)

**Deadline to Apply: December 16, 2022**

The Greater Cincinnati Golf Association (GCGA), founded in 1905, is a not-for-profit 501(c)7 association that serves as the governing body of amateur golf in the Greater Cincinnati area. The area includes southern Ohio, northern Kentucky, and southeastern Indiana and services 100 member facilities and 20,000 individual members. Promote interest in, enthusiasm for and support for the true spirit of the game of golf among all golfers in the Greater Cincinnati area. Hold, sponsor and/or conduct golf tournaments, provide course and slope ratings, and work with volunteers. Coordinate and/or regulate all elements of the United States Golf Association Handicap System within the Greater Cincinnati area. Lend its cooperation and assistance to the United States Golf Association.

## Position Summary

The GCGA is seeking a Director of Rules & Competitions to join our team. Applicants should be motivated, energetic, engaging, and driven to maintain and improve our current tournament operations. The Director of Rules & Competitions will be responsible for all tournament operations but not limited to only championships & rules education.

## Duties & Responsibilities

- Manage all tournament schedules (Play Days, USGA Qualifying, GCGA Championships, 1905 Junior Tour, and OHSAA Sectional Qualifiers)
- Utilize Golf Genius Tournament Management Software to handle registration and competition administration for GCGA tournaments
- Maintain a positive line a communication with all member facilities
- Volunteer recruitment and scheduling
- Work with hosting clubs to determine tee times, hole locations, course marking
- Create emails to promote various tournaments
- Ability to perform addition duties as assigned by the Executive Director
- Assist in interviewing and training 1-3 P.J. Boatwright Interns annually
- Attend USGA/PGA Rules of Golf Workshop and maintain certification
- Coordinate and promote educational opportunities to the members, facilities, and volunteers regarding the Rules of Golf

## Skills & Qualifications

- AGA/USGA rules certified (80 or above)
- Strong attention to detail and leadership skills
- Ability to communicate and provide excellent customer service
- Ability to work well with P.J. Boatwright Interns, Volunteers, and Staff
- Reliable transportation, clean driving record and valid driver's license & proof of insurance

## Preferred Qualifications

- Bachelor's Degree from a 4-year university or college
- Two or more years of relevant work experience in golf administration
- Knowledge of the USGA TM Software (Golf Genius)
- Knowledge of Microsoft Products
- Passion for the game of golf

## Physical Requirements

- Ability to lift 50 lbs. and stand for long periods of time
- Ability to work long hours in season and in a variety of weather conditions

## Compensation & Benefits

- This is a full-time year-round position commensurate with qualifications and experience (Base Salary \$50,000-\$75,000)
- Benefits package to include medical and dental (100% of the premiums paid by GCGA along with HSA account funded up to \$7750 (Family) / \$3850 (Single) annually
- 401K plan participation after 1 month and fully vested after 1 year. 100% match up to 8%
- Association logo Footjoy apparel provided
- Paid time off
- Mileage & Cell Phone Reimbursement

## Application Process

- To Apply, please send letter of interest, resume, references, and salary requirements in pdf format via email to Todd Johnson, Executive Director/CEO, via email to [tjohnson@gcga.org](mailto:tjohnson@gcga.org) by December 16, 2022. The position will remain open until filled.