

Job Title: Tournaments & Events Coordinator
Department: Golf Operations
Reports To: Golf Operations Manager

SUMMARY

The Tournaments & Events Coordinator is responsible for ensuring the smooth operations of the numerous golf events that take place annually. They will work with the Golf Operations Manager to ensure that all golf tournaments/events are executed in a professional manner. They will also assist in the Golf Shop on non-event days and ensure all procedures and policies of the facility are carried out.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following but not limited to:

- Answers inquires, offers suggestions, and provides descriptive literature pertaining to tournaments and advanced bookings to interested parties
- Meets with guests to discuss event details and to give them a tour of the facility
- Discuss time schedules and rates with guests to determine preferences and makes reservations. Verifies arrival times.
- Consults tee sheets and records to determine space availability for dates and times requested
- Conducts administrative duties connected to events such as collecting deposits and payments for events
- Coordinates tee sheets, which includes recording regular member group bookings (i.e. Tuesday Ladies, 9&Dine/Queens of 18, Spark Golf, etc) corporate tee times, tournaments and first and last tee times of each day
- Liaises with other departments to ensure equipment, materials and supplies for tournaments
- Liaises with food and beverage and advises on the number of participants
- Coordinates rentals needs for tournaments (power carts, rental clubs, etc.)
- Coordinates and updates tournament package information
- Assists in the day-to-day operations of the Golf Operations on non-event days
- Contact past tournaments for possible interest
- Run 9&D/Q18 League on Tuesdays & Wednesdays

REQUIRED SKILLS/EXPERIENCE

- *3+ years in similar role
- *Excellent customer service
- *Golf and/or food and beverage knowledge would be an asset
- *Office 365 experience essential (Outlook, Excel, Word, etc)

OTHER DETAILS

- *Looking to hire for April
- *Must be fully vaccinated
- *Flexible work schedule (especially during season)
- *40 hours a week; Seasonal
- *Great pay and perks! (Industry rates)
- *Must be fully vaccinated

Only qualified candidates will be contacted.