



UTAH GOLF ASSOCIATION

“A Membership for Everyone!”

The Utah Golf Association (UGA) is the governing body of amateur golf in the state of Utah. The UGA conducts a full schedule, covering most of the calendar year. Included in the UGA schedule are amateur competitions and qualifying rounds, eight-man team leagues throughout the state, interstate competitions and team and individual participation in regional and national competitions. The UGA is governed by a volunteer Board of Directors made up of twelve men and women who serve for three, three-year terms. The day-to-day operations of the UGA are currently conducted by a full-time staff of five. The UGA has nearly 32,000 individual members and 120 clubs. The UGA headquarters is in Salt Lake City, Utah.

- POSITION:** Director, Championships & Golf Operations
- REPORTS TO:** Executive Director
- LOCATION:** 4444 South 700 East, Suite 105, Millcreek, Utah 84107
- SALARY:** Commensurate with qualifications and experience
- BENEFITS:** Major health care for employee, 50-50 premium sharing for spouse and/or dependents; dental; life insurance; 401k with 4% match; mileage reimbursement; limited flexibility in working from home; paid vacation, holidays, and sick leave, tech reimbursement
- RESPONSIBILITIES:** See attached job description below
- PLEASE INCLUDE:** Letter of interest, resumé, references and salary requirements
- DEADLINE:** November 8, 2022

Send letter of interest, resume, references, and salary requirements in PDF format via e-mail to:

Easton Folster, Executive Director
Utah Golf Association
Email: easton@UGA.org

Director, Championships & Golf Operations

Job Mission

This position will be responsible for all aspects of the Operations Department of the Utah Golf Association including UGA Championships, USGA qualifiers, and other related competitions and programs.

Rules & Competitions

- Manage all aspects of UGA Championships including site selection, registration, qualifying events, volunteer coordination, course marking and all aspects of tournament day logistics
- Work with the USGA to ensure their qualifiers and other programs are conducted in accordance with the standards they have set
- Work with allied golf associations and UGA member facilities on compiling a state-wide tournament calendar
- Work with the UGA Board to recognize the Association's outstanding players including Players-of-the-Year, Pacific Coast Amateur Team, Utah-Arizona Shootout Team, and any other events or special recognitions
- Assist with other golf championships/programs as directed by the Executive Director and the Board
- Assist the Executive Director on any handicapping matters or inquiries
- Work with the UGA Board to review policies, site selection, player recognition and team representation, special exemptions and any other tournament matters that come before the Board
- Coordinate with Executive Director and media partners to keep our social media accounts and website current, including press releases and championship summaries following events. Find new ways to increase member engagement through social media forums
- Attend yearly the USGA/PGA Rules of Golf Workshop and achieve expert certification (90+) on the exam
- Answer any general inquiries related to the Rules of Golf that come through the UGA office

Staff/Volunteer & Education

- Supervise and oversee the hiring, training, evaluation, and daily activities of the Operations Manager, and intern staff
- Responsible for volunteer involvement in UGA championships and several USGA qualifiers; develop the UGA volunteer continuing rules education programs
- Work with the UGA Competitions Committee on volunteer recruitment and training, education initiatives, and on all matters to come before the committee
- Develop and teach the UGA's Rules of Golf Workshops
- Coordinate and promote all association conducted Rules Seminars for UGA member clubs and facilities to include scheduling, instructor training and presentation updates

General Job Responsibilities

- Responsible for working with the Executive Director and Controller on the creation of an annual budget for all programming which this employee oversees
- This position will require a great deal of travel throughout Utah
- Comply with all other expectations as defined in UGA employee manual
- Perform additional duties as assigned by the Executive Director
- Aid in all UGA membership activities, including processing memberships, answering phone calls, troubleshooting online issues, writing stories, and producing digital content

Qualifications & Experience

- Bachelor's degree from a four-year college or university preferred
- One or more years of relevant work experience in golf administration preferred
- Knowledge of the Rules of Golf with a score of 80+ on the USGA/PGA Rules of Golf Exam preferred
- Ability to work effectively with a wide variety of volunteers
- Good leadership and organizational skills
- Self-directed with strong work ethic and enthusiasm

Technical Skills

- Computer literate using Microsoft Office
- Experience using GHIN related products and Golf Genius preferred
- Experience using all social media platforms, primarily Facebook and Instagram preferred

Physical Requirements

- Time spent at UGA headquarters will be at a desk, remainder of time will be spent at tournaments, events, seminars, meeting with clubs and members, and other travel as needed
- Ability to effectively communicate with co-workers, customers, and outside agencies by telephone and in person. Ability to lift/carry up to 50 lbs
- Ability to work an extensive schedule during the tournament season.