



Championship Coordinator

About the Role:

The Championship Coordinator is a member of the Mass Golf Championship Department and a key contributor to the operational support of our competition schedule. A schedule that includes Mass Golf championships and their qualifiers, USGA qualifying, and regional events. The position heavily supports all aspects of championship golf administration; from pre-event planning, on-site support (course marking, set-up, Rules) and post-event administration. We are looking for an individual who is driven, detail orientated and enjoys the success of a team-led effort.

Specific Duties & Responsibilities:

- Staff-in-Charge (lead management) of various Mass Golf Championships and USGA qualifiers. Staff-in-Charge duties include but are not limited to:
 - Upkeep and management of championship website and registration (Golf Genius)
 - Pre-event planning, site visits and communication with host club staff and competitors
 - Preparation and posting of all event materials – starting times, player info sheets, local rules, hole locations, etc.
 - Scheduling and managing course set-up – marking, hole locations, tee placement, equipment and logistics
 - Management of on-site support staff, interns & volunteers
- Equipment/Supply Management
 - Assists with the upkeep, inventory and scheduling of equipment and supply usage.
- Provides additional staff support at Mass Golf events, USGA qualifiers and NEGA events.
- During event season (mid-April thru mid-October), a majority of time (70%) is spent on-site for pre-event set-up (i.e. course marking) and/or “day-of” event administration.
- Supporting and/or leading various projects and initiatives as assigned by the Director of Rules and Competitions, Asst. Director of Rules and Competitions and the Mass Golf Championship Committee.
- Assist with the site procurement and scheduling for future Mass Golf events and USGA qualifying
- Provide support and expertise via email, phone and in-person on all aspects of the Mass Golf Championship Department and the Rules of Golf to competitors, members and member clubs.

Qualifications & Requirements:

- Two or more years of relevant work experience in golf administration preferred
- Proficient knowledge of the Rules of Golf, with previous attendance at USGA/PGA Rules of Golf workshop(s) preferred
- Ability to work an extensive schedule during the tournament season which can include extended days, weekends and potentially holidays, as required, with travel around the state of Massachusetts and New England.
- Excellent leadership and organizational skills
- Self-directed with strong work ethic and enthusiasm
- Ability to effectively and efficiently communicate with co-workers, customers, volunteers, host club staff and outside agencies through all mediums (email, phone, in-person)
- Proficient in Microsoft Office Products (i.e. Word, Excel, Publisher, Teams)
- Experience using GHIN related products and Golf Genius preferred
- Bachelor's degree preferred
- Valid driver's license and reliable transportation
- Ability to lift/carry up to 50 lbs. and work outdoors in a variety of weather conditions

Benefits Include:

- Health, Dental, Disability and Life insurance
- 401(k) with employer matching component
- Professional Development Opportunities
- Staff apparel
- Cell phone allowance
- Travel expense reimbursement
- Access to The Links at Mass Golf (golf course and simulators)

Reports to: Senior Director of Rules & Competitions

Status: Regular/non-exempt, full-time employee

Start date: Immediate

Application deadline: Friday, February 21st, 2025

To apply, please send cover letter, resume, references and salary expectations/rationale to:

Greg Howell

Assistant Director of Rules & Competitions

Mass Golf

ghowell@massgolf.org

About Mass Golf:

Mass Golf is a 501(c)3 non-profit organization that is dedicated to advancing golf in Massachusetts by building an engaged and inclusive community around the sport.

With a community made up of over 130,000 golf enthusiasts and over 360 member clubs, Mass Golf is one of the largest state golf associations in the country. Members enjoy the benefits of handicapping, engaging golf content, course rating and scoring services along with the opportunity to compete in an array of events for golfers of all ages and abilities.

At the forefront of junior development, Mass Golf is proud to offer programming to youth in the state through [First Tee Massachusetts](#) and subsidized rounds of golf by way of [Youth on Course](#).