

**Organization Overview:**

Founded in 1924, the Oregon Golf Association (OGA) is a 501(c)(6) non-profit association originally established to conduct the Oregon Amateur Championship. Over the past 90 years, we have diligently expanded our mission to promote, foster, and grow the game of golf, serving over 50,000 members and 300-member golf clubs throughout Oregon and Southwest Washington.

**Position Title:** Assistant Director of Championships and Events

**Status:** Full-Time, Exempt

**Reports To:** Senior Director of Championships and Events

**Position Summary:**

The Assistant Director of Championships and Events holds a pivotal role in administering Oregon Junior Golf championships and events, showcasing extensive experience as a tournament administrator with a specific emphasis on Junior Golf. Although the principal focus is on junior events, this role also encompasses a cross-functional dimension, aiding and partaking in Adult championships and events. This position is vital in ensuring the smooth operation and advancement of the organization's Junior and Adult events, necessitating extensive travel.

**Primary Area of Responsibilities:**

- **Administration of Oregon Junior Golf Tournaments:** Responsible for numerous championships and events for both OGA and primarily Oregon Junior Golf. This includes host site procurement, conducting pre-tournament site visits, engaging in extensive coordination with golf course personnel, managing golf course set-up, preparing player pairings, information sheets, local rules, and volunteer assignments, providing on-site supervision, and managing numerous volunteers at each event.
- **Management of Earling Jacobsen Initiatives:** Oversee all aspects, including scheduling, lesson/game planning, onsite administration, pre- and onsite registration, and post-event communications and wrap-up.
- **Junior Golf Membership & Team Selection:** Manage junior golf membership, oversee handicapping for junior players, and ensure all scores get posted. In addition, oversee the junior golf team points program and team selection.
- **Youth on Course Program:** Administer golf course contracts and program reimbursement.
- **Support & Expertise:** Provide expertise and support to outside tournaments as assigned and support other departments as needed.
- **Safety:** Advocate and maintain safe work habits and a safe working environment.

**Additional Area of Responsibilities:**

- **Rules of Golf Workshop Attendance:** Annually attend USGA/PGA workshops to achieve and maintain expert certification along with Rules of Handicapping Certification.
- **Awards and Merchandise:** Order awards for all junior events, tee gifts, and merchandise.
- **Collaboration:** Work closely with external partners, including USGA, LPGA, OSAA and AJGA
- **Miscellaneous:** Undertake other responsibilities and tasks as assigned.

**Position Requirements:**

- Bachelor's degree preferred.
- Strong understanding of the Rules of Golf and tournament administration.
- Strong work ethic, organized, detail-oriented and excellent communication skills.
- Ability to work in a dynamic, fast-paced, team-oriented environment with a strong emphasis on customer service.
- Valid driver's license, willingness, and ability to travel extensively throughout the state and surrounding areas, including overnight stays and weekend work.
- Proficient in Microsoft Office or Google Suite and other software as a service platform.

**Physical Requirements:**

This role involves moving, lifting, and carrying items up to 60 pounds, prolonged standing or walking, and marking golf courses, especially during events. OGA is committed to providing reasonable accommodations to assist candidates with essential duties.

**EOE/DFW:**

OGA is an equal-opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, national origin, sex, sexual orientation, age, disability, gender identity, marital or veteran status, or any other protected class.

**Compensation/Benefits:**

- Salary commensurate with experience.
- Comprehensive benefits package including medical & dental insurance.
- Simple IRA retirement plan.
- Annual clothing allowance.
- Paid vacation and holidays.
- Golf privileges.

**Application Process:**

Email your resume and cover letter to:

Brent Whittaker, Senior Director of Championships and Events

[bwhittaker@oga.org](mailto:bwhittaker@oga.org)

