COLORADO GOLF ASSOCIATION

JOB DESCRIPTION – Manager of Programs

Organization Mission: The CGA's mission is to make golf and all it offers available to everyone. This includes services such as handicap management, course rating, events, clinics, tournaments, membership, and community outreach programs. The CGA is licensed by the United States Golf Association as the "Allied Golf Association" of record for the state of Colorado and Wyoming. More than 100,000 members enjoy all that the CGA has to offer.

Reports To: Director of Programs

Direct Reports: None

JOB DESCRIPTION

The Manager of Programs supports the execution of CGA Community Outreach and Player Development Programs (Golf in Schools, Nonprofit Partner Programs, Youth on Course, etc.), collectively referred to as "CGA programs". This position requires frequent on-site delivery of programs, and evening and weekend work will be required. A background in playing golf and/or teaching groups of youth is preferred.

PRIMARY JOB RESPONSIBILITIES

- Support a growth campaign for CGA programs over the next 3 years in alignment with the CGA Strategic Plan. Including, but not limited to, Golf in Schools, Nonprofit Partner Programs and Youth on Course.
- Serve as the lead staff member on-site for programs administration and delivery of basic golf instruction to large groups of youth golfers at CGA Golf in Schools programming and CGA Nonprofit Partner Programs. This includes development and execution of a lesson plan, managing safety concerns, and representing the CGA to our external stakeholders (teachers, nonprofit partners, facilities, etc.).
- Take a lead role in enhancing Youth on Course in Colorado by developing and delivering new YOC benefits, events, and activation opportunities in Colorado.
- Assist in recruiting, onboarding and retaining Youth on Course facilities across Colorado. This includes site visits to new and existing partners.
- Work collaboratively and communicate regularly with CGA instructors, volunteers and golf course staff to ensure successful CGA program delivery.
- Assist with the administration of CGA programs (scheduling, communication, facility procurement and coordination, online registration, etc.).
- Serve as lead staff for community engagement events (CGA Girls in the Game Expo, Gold Crown Healthy Kids Expo, etc.).
- Additional work functions and other duties may be assigned.

QUALIFICATIONS

- Ability to positively interact with and instruct large groups of youth golfers in classroom and golf course settings.
- Ability to work weekends and evenings and withstand various weather conditions.
- 4-year college degree or equivalent training preferred.

- Computer literate using PC and Microsoft software.
- Self-motivated individual with a strong work ethic and enthusiasm for youth and the game of golf.
- Complete U.S. Center for SafeSport Training and pass background check.

COMPENSATION AND BENEFITS
Salary Range: $27 - $29 per hour (hourly, non-exempt, eligible for overtime)
Benefits:

- Health Insurance: CGA pays 50% of the premium for employee, employee + spouse, or employee + family.
- Holiday Pay: CGA provides 12 days of paid leave for holidays plus "bonus" days between Christmas and New Year.
- Accrued PTO: New hires accrue 10.00 hours of PTO per month.
- 401k: CGA matches up to 4% of employee contributions.
- Dental: CGA pays 100% of the dental premium.
- Vision: CGA pays 100% of the vision premium.
- Life Insurance: CGA pays 100% of the premium on a $25,000 life insurance policy.
- HRA: CGA will pay up to $2,500 for qualifying out-of-pocket medical expenses.
- Mobile Office Allowance: $100 per month stipend for cell phone and Internet.
- Activity Allowance: $250 per year on qualified activities.
- CGA provides all employees with COSTCO membership.
- All CGA employees have access to CommonGround Golf Course at no cost (golf, practice facility, and Short Course).

APPLICATION INSTRUCTIONS

- Email a cover letter and resume to Ashley Harrell (Chief Operating Officer) at aharrell@coloradogolf.org.
- **Application Deadline:** December 1

Equal Opportunity Employer
Colorado Golf Association is committed to creating a diverse and inclusive working environment and is proud to be an equal opportunity employer. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, veteran status, or non-merit factors.