



## JOB POSTING – Manager, Competitions

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**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 99,000 members enjoy all that the CGA has to offer.

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**Reports To:** Managing Director, Rules and Competitions

**Job Core Function:** Competitions

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### JOB SUMMARY

The Manager, Competitions is a member of the CGA Rules and Competitions team that is responsible for the administration of CGA one-day qualifiers, CGA state championships, USGA qualifiers, other outside competition partnership events and the corresponding administration. The position heavily supports staff in pre- and post-tournament administration responsibilities. Assignments are shared with the Managing Director of Rules and Competitions, Director of Rules and Competitions, and Manager of Competitions, and may vary annually. Assignments may pertain to the entire tournament player roster or certain groups (i.e. junior, senior, women, etc.).

#### JOB RESPONSIBILITIES – On-Course Tournament Duties

- Assist with the on-course execution of CGA tournaments and USGA qualifiers including site visits, local rules development, hole location selection, course marking, and tournament day logistics.
- Serve as the lead staff member on-site for select CGA tournaments including on-site volunteer/intern management, starting, officiating, scoring, Rules officiating, etc.
- Assist with on-course execution of other in-state events including Colorado Open, CHSAA, AJGA, NCAA, and USGA on an as needed basis.

#### JOB RESPONSIBILITIES – Off-Course Administration Duties

- Respond to Championship Department inquiries, provide customer service to tournament players via phone and email (processing entries, withdrawals, refunds, transfers, etc.).
- Perform tournament administration items for CGA tournaments and USGA qualifiers including site selection, online registration, pairings generation, player communications, host site communications, preparation of all printed materials, etc.
- Maintain CGA tournament websites, historical results archives, and other tournament database projects.
- Assist with CGA Rules volunteer program logistics (event sign up, uniform orders, etc.) and track volunteer participation.
- Assist with CGA Points Lists for internal and external events.
- Assist with the ordering, fulfillment, and delivery of championship awards and supplies with multiple vendors.
- Assist with Rules of Golf education programs for multiple constituents (interns, volunteers, members, etc.)



## COLORADO GOLF ASSOCIATION

### QUALIFICATIONS

- A minimum of 1-3 years of relevant work experience administering and conducting competitions preferred.
- Advanced or Expert Rules of Golf certification preferred.
- Experience using GHIN and Golf Genius platforms preferred.
- 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.
- Excellent written and oral communication skills.
- Complete U.S. Center for SafeSport Training and pass background check.

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### COMPENSATION AND BENEFITS

This position is based in the CGA's home office in Greenwood Village, Colorado. Hours are frequently required on weekends and evenings during peak work periods (May-October). This position often works in an office environment and uses a computer, phone, printer/copier, and other office equipment as needed to perform duties. Additionally, this position frequently works in an outdoor environment spending several hours a day in various weather conditions.

- **Salary Range:** \$58,000 - \$60,000 (exempt)
- **Benefits:**
  - **Health Insurance:** CGA pays 50% of 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 monthly.
  - **401k:** CGA matches up to 4% of employee contribution.
  - **Dental:** CGA pays 100% of employee dental premium.
  - **Vision:** CGA pays 100% of employee vision premium.
  - **Life Insurance:** CGA pays 100% of premium on \$25,000 employee 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.
  - CGA provides all employees with a COSTCO membership.
  - All CGA employees have access to CommonGround Golf Course at no cost (golf, practice facility and Kid's Course).

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**TO APPLY:** Email cover letter and resume to Ashley Harrell, Chief Operating Officer, [aharrell@coloradogolf.org](mailto:aharrell@coloradogolf.org)

Applications will be accepted until March 6, 2026 and may be extended.

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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.