



## JOB POSTING – Manager, Club and Facility Services

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**Organization Mission:** The CGA's mission is to represent, promote, and serve the best interests of golf in Colorado. 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. More than 84,000 members enjoy all that the CGA has to offer.

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**Reports To:** Managing Director, Club and Facility Services

**Direct Reports:** NA

**Committee Support To:** NA

**Job Core Functions:** Club and Facility Services

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### JOB SUMMARY

The Manager, Club and Facility Services is a member of the CGA Club and Facility Services team that is responsible for course rating administration and execution, World Handicap System (WHS) education and compliance, and GHIN handicap administration and support in Wyoming and Colorado in accordance with the USGA-AGA Agreement. Assignments are shared with the Managing Director, Club and Facility Services and may vary annually.

### PRIMARY JOB RESPONSIBILITIES

- Communicate with the USGA staff and monitor adherence to the WHS Course Rating System.
  - Communicate with member clubs regarding course rating issues.
  - Schedule and conduct course ratings and course measuring.
  - Prepare and maintain course rating records and update association databases.
  - Assist with course rating volunteer administration (recruiting, training, organizing, etc.).
  - Assist with course rating trip travel logistics and itineraries.
  - Communicate with the USGA staff and monitor adherence to the WHS Rules of Handicapping.
  - Develop and maintain extensive knowledge of the GHIN software suite.
  - Assist with facility, club, league, and individual member GHIN and WHS inquiries.
  - Develop and deliver educational materials and seminar schedule.
  - Assist in conducting handicapping seminars.
  - Monitor compliance and maintain records of member clubs.
  - Other duties may be assigned.
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### QUALIFICATIONS

- A minimum of 1-2 years of relevant experience required.
  - Basic-intermediate golf knowledge and WHS Rules knowledge preferred.
  - 4-year college degree or equivalent training preferred.
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## COLORADO GOLF ASSOCIATION

- Computer literate using PC and Microsoft software.
  - Self-motivated individual with a strong work ethic and enthusiasm.
  - Excellent written and oral communication skills.
  - Propensity for detail.
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### COMPENSATION AND BENEFITS

This position is based in the CGA's home office in Greenwood Village, Colorado. Travel is frequently required during peak work periods such as course rating season (May-October). This position often works in an outdoor environment spending several hours a day in various weather conditions. Additionally, this position frequently works in an office environment and uses a computer, phone, printer/copier, and other office equipment as needed to perform duties. This may include prolonged periods sitting at a desk and working on a computer.

- **Salary Range:** \$23-25 hourly (non-exempt)
  - **Benefits:**
    - **Health Insurance:** CGA pays 50% of premium for employee, employee + spouse, or employee + family.
    - **Holiday Pay:** CGA provides 10 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 paycheck.
    - **401k:** CGA matches up to 4% of employee contribution.
    - **Dental:** CGA pays 100% of dental premium.
    - **Vision:** CGA pays 100% of vision premium.
    - **Life Insurance:** CGA pays 100% of premium on \$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.
    - 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, resume and a minimum of three professional references to Aaron Guereca, Managing Director, Club and Facility Services, [aguereca@coloradogolf.org](mailto:aguereca@coloradogolf.org). Applications will be accepted until January 8, 2024.

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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.