



## **JOB POSTING – Manager, Competitions**

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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, Rules and Competitions

**Direct Reports:** NA

**Committee Support To:** NA

**Job Core Functions:** Competitions

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### **JOB SUMMARY**

The Manager, Competitions is a member of the CGA Rules and Competitions team that is responsible for conducting CGA one-day qualifiers, CGA state championships, USGA qualifiers, all corresponding tournament administration duties, and assisting with Rules of Golf education. Assignments are shared with the Managing Director, Rules and Competitions and the Director, Rules and Competitions and may vary annually. Assignments may pertain to the entire tournament player roster or certain groups (i.e. junior, senior, women, etc.).

### **PRIMARY JOB RESPONSIBILITIES**

- Execute all aspects of CGA tournaments and USGA qualifiers including site selection, online registration, site visits, local rules development, hole location selection, course marking, and all tournament day logistics.
- Perform tournament administration items for CGA tournaments and USGA qualifiers including pairings generation, player communications, host site communications, preparation of all printed materials, etc.
- Serve as the lead staff member on-site for select CGA tournaments and USGA qualifiers including on-site volunteer management, starting, officiating, scoring, results reporting, etc.
- Provide customer service to tournament players via phone and email (processing entries, withdrawals, refunds, transfers, etc.).
- Oversee CGA tournament department supplies and awards inventory and ordering.
- Oversee CGA Rules volunteer program logistics (event sign up, uniform orders, etc.).
- Support the recruitment, training, and education of Rules volunteers.
- Assist with Rules of Golf education offerings including public Rules seminars, club Rules seminars, and Rules of Golf video series.
- Answer inquiries about the Rules of Golf from CGA members via email and phone.
- Assist with maintaining the CGA tournament websites, archiving results, and other database projects.
- Manage CGA Points Lists for internal and external events.
- Assist with other in-state events including CHSAA, GJAC, JAC, AJGA, NCAA, and USGA on an as needed basis.



### QUALIFICATIONS

- A minimum of 2-3 years of relevant work experience administering and conducting competitions required.
  - 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.
  - Propensity for detail.
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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 during peak work periods such as competitions 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 Ashley Harrell, Chief Operating Officer, [aharrell@coloradogolf.org](mailto:aharrell@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.

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