



## **GHIN Services and Association Administration Manager**

### **Job Summary:**

Responsible for the daily administrative functions and support for SCGA member clubs and individual members in all areas relating to the Handicap and Membership section of the Member Services Department, as well as providing key administrative support to the Executive Director.

### **Essential Duties and Responsibilities include the following:**

- Provide technical support to member clubs in relation to the GHIN Handicap Service and in connection with computer equipment associated with that service.
- Assists, administers, and handles assigned tasks related to the USGA Handicap System policies.
- Works with club handicap chairs, IT administrators, club personnel and individual members in providing best membership services possible.
- Provides department with technological insight into providing improved support for members and member clubs.
- Periodically participates in other department education and support functions.
- Oversees all administrative aspects of the SCGA Annual Meeting.
- Organizes all non-golf aspects of SCGA Board meetings, Executive Committee Meetings and other meetings identified by the Executive Director.
- Responsible for scheduling SCGA headquarters meetings, including Leadership Team meetings. In some situations this will require facilitating catered food requirements.
- Handles and performs other duties and projects as assigned by Assistant Director, Managing Director of Member Services and the Executive Director.

### **Education, Experience and Abilities:**

- Bachelor or Associates degree preferred, along with some relevant work experience showing multi-tasking and project management skills required;
- Strong interpersonal and communication skills required;
- Having a working knowledge of golf administration and an understanding of the game of golf required;
- Must have strong oral and written communications skills; must be detailed oriented and well organized; a strong work ethic is required;
- An understanding of both the GHIN service and USGA Handicap System are strongly preferred;
- Computer skills including Microsoft Word, Excel and PowerPoint are essential and knowledge of Microsoft Dynamics CRM is a bonus.

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**Communication Skills:**

Ability to read and comprehend written or oral instructions, correspondence and memos. Ability to read, analyze, and interpret general business or trade periodicals, professional journals, technical procedures, and governmental regulations. Ability to write memos, reports, correspondence, procedure manuals, and other documents. Ability to effectively present information and respond to questions from other managers, employees, board members, club or individual members, and the general public.

**Mathematical Skills:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

**Reasoning Ability:**

Ability to apply common sense understanding and carry out oral or written instructions. Ability to define problems, collect information and other data, establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete as well as abstract variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

To perform this job successfully, must be proficient in using word processing, spreadsheet, and database or contact management software, including Microsoft applications, e.g., Excel, Word, PowerPoint, Outlook, and other Windows software.

**Other Qualifications:**

Requires ability to operate a car safely, and must have a valid driver's license and provide proof of insurability. The job requires periodic travel in Southern California including some overnight stays and weekends.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to see, talk, hear, and use hands and fingers in performing majority of work. The employee is frequently required to reach with hands and arms. The job requires employee to have dexterity in using telephone, computer keyboard, mouse and calculator while seated at a desk. The employee is occasionally required to stand, walk, climb or balance. The employee must regularly lift and/or move up to 15 pounds, and occasionally lift and/or move up to 30 pounds. The employee frequently moves within the building to interact with fellow employees. Specific vision abilities required by this job include close and distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to operate standard office equipment, such as computer, calculator, fax machine, photocopier, etc.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to work in an office environment or outside for certain events, and the noise level is usually quiet to moderate.

**TO APPLY:**

Send resume and cover letter to Geri Deck, Assistant Director, Handicap and Membership at [gdeck@scga.org](mailto:gdeck@scga.org).