



Metropolitan Amateur Golf Association Job Opportunity

Position: Senior Director, Operations

Position Summary: The Metropolitan Amateur Golf Association is seeking candidates for the position of Senior Director, Operations. The primary function of the position is to oversee the day-to-day operations of the Association; including, but not limited to the following:

Duties and Responsibilities:

- Management of tournament schedule, consisting of ten (10) MAGA Championships; seven (7) USGA Qualifying Rounds; and seven (7) MAGA Amateur Series Events (New in 2010). Total of thirty-six (36) days of competition in 2010
- Procured sites for MAGA Championships and USGA Qualifying Rounds
- Administer and manage the USGA GHIN Handicap System for 110 Member Clubs and approximately 17,000 individual members; including installation of and troubleshooting of GHIN software for member clubs, procurement of new member clubs/individual members, ensuring timely billing and follow-up to those receivables. Technical support is performed via the phone, email or on-site visits to MAGA member clubs
- Provide technical support for the Tournament Pairing Program (TPP) to member clubs; including, phone support, email inquiries and on-site support and training of the TPP program
- Organize, schedule, prepare and conducted educational seminars related to USGA Handicap and Course Rating Systems, GHIN Handicap Service and Tournament Pairing Program (TPP)
- Oversee the administration of the USGA Course/Slope Rating System for member clubs; including utilizing course/slope rating software, measuring of golf courses and performing course and slope ratings
- Manage and execute all updates to the Association's website (metga.org); including the writing of content, uploading of pictures, maintaining championship results and ensuring content is up-to-date
- Produce the Association's bi-monthly eNewsletter; which consists of writing stories, editing layout and finalizing content of eNewsletter, sent to individual members of MAGA
- Administer the Association's online eClub, Metropolitan Golf Club (new in 2010); which has grown to 250+ members in its first year. Including solicitation and procurement of members, updating members on MAGA events they are eligible for and ensuring GHIN revisions are being performed in a timely fashion
- Oversee the administration of the MAGA Player and Senior Player of the Year Points Standings, utilizing TPP Online Points software
- Manage the Associations in office computer network server and workstations

Qualifications:

- College graduate
- Golf and Tournament administration experience
- High proficiency in Rules of Golf
- Knowledge of USGA Handicap System, USGA Course/Slope Rating System and TPP
- Advanced working knowledge of Microsoft Windows; MS Office, including Word, Excel, Access and Outlook
- Ability to work well in a team environment
- Strong communication (written, verbal, telephone) with good troubleshooting and problem solving skills with focus on providing superior customer support
- Good organizational and planning skills with ability to multi-task and lead

Work With:

- Executive Board of MAGA; existing MAGA Staff; GHIN's Technical Support staff based in New Jersey and volunteers who assist with MAGA Championships and Course Ratings Services

Reports To: Executive Board

Compensation: Commensurate with experience

Benefits: Health Insurance
Paid vacations and holidays

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