

Job Posting

Title: Volunteer & Player Services Liaison – 2011 U.S. Open
Location: Bethesda, Maryland
Duration of Assignment: September 2010 – September 2011
Reports to: Championship Manager, 2011 U.S. Open Championship

Position Summary:

Responsible for the day to day management of the on-site Championship Office including providing assistance to the Championship Manager with various championship responsibilities including volunteer management, player services and accommodations.

Duties:

- Coordinate creation and distribution of Spouse Gift Bags by working with various vendors to obtain gifts and services.
- Create and produce Player Information Manual with all pertinent information regarding the Championship and services available to players and their families.
- Coordinate and communicate the Pre-Registration process for exempt players and qualifiers regarding accommodations and travel information.
- Coordinate and oversee Player Hospitality operations and services during the week of the Championship.
- Manage day to day operations of the Championship Office by answering incoming telephone calls, ordering office supplies, assisting with office visitors, maintaining the office appearance as clean and organized and assisting with administrative duties for other staff members as needed.
- Manage accounts payable and process purchase orders while maintaining accurate records for all files.
- Serve as a Championship contact for questions regarding volunteers and player services.
- Assist with shipment process of volunteer uniforms and any questions regarding volunteer uniforms.
- Assist with coordination of all volunteer training session materials and presentations to volunteers.
- Assist with supervision of Championship Office interns with integration of duties related to the volunteer program.
- Manage Private Rental Home program for players.

Working Relationships:

- All levels of USGA Staff
- Host club staff, local organizing committee, committee chairmen/marshal captains, local community and government officials, volunteers and vendors.

Knowledge, Education, Skills & Abilities:

- Must have good computer skills including a strong working knowledge of MS Word, Excel, Access and Power Point
- Ability to communicate effectively and professionally to a wide range of people (i.e. volunteers, vendors, general public, staff, players/caddies/player reps, media, local officials)
- Ability to problem solve, think “outside-the-box”, evaluate an operation and identify potential issues and solutions quickly and effectively.
- Ability to work independently on multiple tasks at once and effectively prioritize to complete tasks on time.
- Ability to work with others on a common goal and delegate when necessary.
- Ability to speak publicly in the form of volunteer update/training session presentations.
- Ability to supervise office interns and additional staff as necessary.
- Ability to work long hours, including weekends and holidays as necessary, at a fast and efficient pace.

To Apply:

Please send cover letter with salary expectations and resume to hr@usga.org by September 8th.

USGA will offer relocation assistance for this position. Compensation and Benefits package offered.