



is seeking a

Golf Administrator & Tournament Director

Have you got a strong knowledge of, and a passion for the game of golf? Are you a customer focused, self-starter with exceptional organizational and administrative skills? If this sounds like you then a fantastic job awaits you at Bermuda's governing body of golf.

Duties and responsibilities include but are not limited to:

- Gaining sponsorship for the Association by selling and promoting the BGA and its tournaments
- Organizing and running tournaments to include marketing, sourcing sponsorship, registration, set up of the course, coordinating volunteers, scoring and liaising with media outlets.
- Planning resources and delivering cost effective, efficient support services to the members of the Association making optimum use of modern management methods and technology to include social media.
- Responsibility for the running of the administration of the Association and its premises within the contents of an annual business plan and approved budget.
- Being the first point of contact for all enquiries and positively representing the Association and have a strong working knowledge of the game and its rules.
- Maintaining good relationships with the R&A, USGA and RCGA.
- Other ad hoc duties to include handicap administration, course rating and working with member associations

Skills and Experience

- Must be proficient in the use of MS Office applications, primarily MS Word, Excel, and Power Point. Experience with MS Access databases and web editing tools would also be helpful. Knowledge of tournament software would be an asset although not essential.
- Must have a solid work ethic, good social skills, be goal-orientated and have the ability to prioritize and focus on a variety of tasks.
- The ability to work evenings, week-ends, public holidays and under pressure is essential
- Excellent written and verbal communication skills are a prerequisite

Applicants must be aware that irregular hours, split shifts, week-end and public holiday work will be required for this position.

Please send CV and written references to:

Bermuda Golf Association
P.O. Box HM433, Hamilton HMAX
e-mail: bdagolf@logic.bm