



Golf Saskatchewan
510 Cynthia Street, Saskatoon, SK S7L 7K7
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Tournaments & Player Services Assistant – Summer Student Position

Golf Saskatchewan (Golf SK) is the governing body of amateur golf in Saskatchewan, representing more than 12,000 members at 120 clubs across the province. Golf SK's mission is to provide leadership in driving participation, engagement, capacity, and excellence in our sport. Golf SK conducts a variety of programs and services to serve golfers in Saskatchewan including educational opportunities in course rating, rules, and handicapping, Amateur Status and handicapping, provincial championships, as well as many other initiatives.

Golf SK is now accepting applications for the **Tournament & Player Services Assistant** position. Reporting to the Executive Director, the Tournament & Player Services Assistant will work closely with the Manager of Sport Development & Championships to prepare and deliver Golf Saskatchewan's nine championships. This position requires travel around the province.

Responsibilities & Duties (include but are not limited to):

- Assist in the coordination, administration, and delivery of the Golf Saskatchewan Provincial Championships
- Assist in the coordination of the junior, men's, women's, and senior men's Order of Merit Tours
- Assist in the coordination of member club development clinics
- Assist in the coordination of website updates, as well as social media updates
- Represent Golf Saskatchewan at events throughout the summer including men's and ladies' nights, children's festival, and other fundraisers and events

Qualifications:

- Must be a current full-time student and intends to return to school on a full-time basis during the next academic year.
- Relevant educational background (Kinesiology, Sport Management, Education, Commerce, etc.)
- Applicant must have a valid class 5 Saskatchewan Driver's License
- Ability to travel
- Proficient in Microsoft Office (Word, Excel, Outlook) and other digital platforms (social media, etc.)
- Ability to communicate clearly, effectively and efficiently
- Self-starter who can work with minimal supervision with exceptional organizational skills
- Interest and knowledge of golf and golf tournaments is considered an asset

Duration: Summer Full Time – 37.5 hours/week for 16 weeks

Location: Saskatoon

Wage: \$14.00/hour

Please forward a detailed resume with three references by Friday, March 2, 2018:

Attention: Tournament & Player Services Summer Student position

Golf Saskatchewan

Brian Lee, Executive Director

blee@golfsaskatchewan.org

We thank all those interested, but only those selected for an interview will be contacted.
(No phone calls please)