



## **Position Announcement**

**Job title:** Course Rating Manager  
**Status:** Regular, Full-Time, Non-Exempt Employee  
**Position Location:** Dallas Office  
**Reports to:** Managing Director, Membership  
**Start Date:** Open until filled

### **Job Summary**

The Texas Golf Association (TGA) is seeking a motivated individual to oversee all Course Rating functions for the association. This position will be responsible for the day to day operation of the TGA's course rating function and will work with member clubs, as well as TGA volunteers to help keep course rating information accurate and up to date.

**Principal Duties:** Working as a member of the Membership Department, the Course Rating Manager will manage all aspects of the TGA Course Rating process.

- Work with a team of 80+ volunteers in the scheduling and coordination of all USGA Course Ratings in the state of Texas.
- Input data into the USGA Course Rating Program (CRM) and submit summarized results to club representatives.
- Conduct regional training seminars for all TGA rating volunteers, as well as recruit volunteers when needed.
- Answer all course rating inquiries.
- Oversee and improve TGA course rating record keeping.
- Responsible for leading and conducting some course ratings in non-metropolitan areas, such as West Texas.
- Follow up with all courses that are overdue for a re-rate.

### **Key Characteristics:**

- Friendly, outgoing and service-oriented personality
- Exceptional attention to detail and strong organizational skills
- Team player with an outstanding ability to work with others, especially volunteers
- Ability to manage multiple tasks and meet established deadlines and objectives

### **Requirements:**

- Demonstrated experience with Course Rating process and software
- Experience with course rating training and education
- Exceptional verbal and written communication skills
- Strong computer skills including the use of Microsoft Office Suite

### **Compensation:**

Salary range \$35K - \$40K based on experience. Major medical, life insurance, 401K and vacation paid by company.

### **SEND COVER LETTER / RESUMES TO:**

Kelly Kilgo – [kkilgo@txga.org](mailto:kkilgo@txga.org)

**TEXAS GOLF ASSOCIATION**

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