



Tournament Director, Legends Junior Tour

Reports to: Director of Competitions, North Texas

Status: Full time exempt employee

Location: Dallas office / Remote work hybrid schedule

Direct reports:

- Legends Junior Tour Championship Staff
- North Texas USGA P.J. Boatwright Interns as assigned

Position Summary

The Tournament Director, Legends Junior Tour is responsible for the exemplary production of LJT championships, and overall administration of the Legends Junior Tour under the guidelines of the Junior Golf Alliance. The position seeks to manage the overall operation of the LJT and develop innovative ways to enhance LJT activities and establish the LJT as the model for junior golf championships.

Duties and Responsibilities

Leadership

- Work with the Director of Competitions, North Texas to manage, train, and develop LJT Championship staff and P.J. Boatwright interns. Ensure that all supporting staff perform at the highest level and have opportunities to learn, grow and achieve professional goals.
- Serve as a liaison with NTPGA and STPGA staff representing the Legends Junior Tour championship operations. Ensure that LJT events provide exceptional experiences for players and host clubs and that all aspects of the Junior Golf Alliance agreement are fulfilled.
- Support the overall vision and culture of the LJT and TGA Championship department.

Championships

- Develop recommendations and implement strategies to ensure that LJT Championships are best-in-class and serve a growing number of junior golfers.
- Coordinate and manage all aspects of LJT events including but not limited to: siting, registration, pre-event planning, gift / awards purchasing and receiving, operations, volunteers and all on-site activities. Serve as Staff in Charge and / or supporting staff as assigned.
- Develop policies and procedures for event oversight and maintain the Association's standards through strict adherence to these policies and procedures.

Communication and Marketing

- Assist in the development and implementation of a comprehensive communication and player recruitment plan to ensure event fields are full and serving the intended audience.
- Work with Junior Golf Alliance collaborators to develop content and promote the Texas Junior Golf Alliance.
- Ensure fulfillment of all contractual requirements of partners and sponsors.



Administration

- Contribute to the development of the LJT Annual Plan including operating goals, tactical plans, and communication plans.
- Compile and maintain player membership and exemption database within the Junior Golf Alliance throughout the season.
- Contribute to the development of championship budgets and manage all events within the established budget.

Additional responsibilities

- Serve as Staff in Charge, Point of Contact and / or supporting staff for TGA Championships, USGA qualifiers or other events as assigned.
- As assigned, work with TGA and Championship Communications staff to develop LJT-related content for publications.

Qualifications

- Minimum three years of relevant experience in Championship Administration or a related field.
- Minimum Advanced certification in USGA Rules of Golf.
- Advanced knowledge and understanding of tournament management systems, Golf Genius preferred.

Personal Characteristics

- Demonstrated ability to contribute to a high-functioning team and encourage the ongoing growth and development of those around him / her.
- Ability to communicate and work cooperatively and effectively with team members.
- Outstanding communication skills and superior organizational skills.
- Ability to identify, analyze and resolve problems in a timely manner.
- Extreme attention to detail.

Compensation

- Salary and bonus potential commensurate with experience
- 100% comprehensive group health, vision, dental, life insurance
- Monthly cell phone stipend
- 401K program

SEND COVER LETTER / RESUMES TO:

Kevin Porter | kporter@txga.org