



**Position: Director of Operations**  
**Organization: Canadian Junior Golf Association**  
**Location: Richmond Hill, Ontario**  
**Application Deadline: February 23, 2024**

**The Position:**

The Canadian Junior Golf Association (CJGA) is actively seeking an exceptional individual to assume the role of Director of Operations (DOO).

The CJGA's search for its next DOOs is looking for a leader of the management team who is responsible for managing all facets of CJGA's operations. The ideal candidate will have a well-rounded background, experience in event management, member services, media relations, golf operations, sponsorship sales, marketing and a thorough understanding of professionally conducting golf tournaments. The DOO manages the day-to-day operations, directs the employees of the CJGA while also working collaboratively with the CEO to meet strategic and financial benchmarks.

The DOO will have a strong command of tournament management trends in addition to benchmarks and best practices. As a visionary leader, the DOO should be hands-on, proactive, and visible in cultivating strong professional connections with staff, volunteers, members, and partners. The candidate should possess the ability to take inventory of the operation, identify opportunities, and implement strategic improvements.

As the face of the association within the community, the DOO manages the quality of the CJGA's services to ensure the satisfaction of all stakeholders.

The DOO will lead the annual planning, goal setting and financial performance of the association. Experience and understanding of the game of golf, its history and traditions, event management experience in the golf or similar hospitality environment is required.

Reporting to the CEO, the DOO is responsible for managing the overall performance of the CJGA by providing exceptional experiences for all stakeholders.

**The Association:**

The CJGA, founded in 1993, provides junior golf events and junior golf tournaments from Canada coast-to-coast to youth aged 4-24. Their divisions include the Linkster Tour (4-14 years), Junior Tour (10-18 years), Amateur Tour (19-24 years). They also compete Internationally, the CJGA is Canada' #1 Junior Golf Development Program.

The CJGA is a not-for-profit Registered Canadian Amateur Athletic Association. Over the years, several CJGA alumni members have gone on to launch careers in professional golf at tours throughout the world including both the LPGA and PGA Tours.



### **Key Attributes expected:**

The ideal candidate will possess strong interpersonal skills, be a proven collaborator, and relationship builder, and will be action and results oriented.

- An innovative and strategic thinker with strong business acumen and passion for continuous improvement and revenue generation.
- Able to display sound judgement and make complex decisions.
- A dynamic leader and motivator that prides themselves on the accomplishments of their team and have the willingness to provide ongoing constructive feedback.
- Demonstrates exceptional verbal, written and interpersonal communications skills.
- Conducts themselves in a responsible and professional manner.
- Self-starter, results orientated and hands-on when needed.

### **Desired Qualifications and Skills:**

- 5+ Years of leadership in Golf, Events or Hospitality Industry
- A post-secondary degree in business or a golf-related program.
- Experience in event and/or tournament management.
- Lead team members in remote locations.

### **Salary and Benefit:**

Salary is open and commensurate with qualifications and experience. The association offers an excellent bonus and benefits package.

### **Additional Information:**

While not essential, it would be beneficial to be located near the head office in Richmond Hill, ON. Due to the nature of the Canada wide operations, it will be expected to work with team members via video communications. In the offseason, much of the day-to-day tasks can be done remotely.

### **Contact Information:**

Interested applicants are invited to submit online or email their cover letter and resume in confidence to: Charles Lorimer – Lead recruiter at [charles@freshgolf.ca](mailto:charles@freshgolf.ca). Applications should be submitted by using the webpage [www.freshgolf.ca/cjga](http://www.freshgolf.ca/cjga)

Feel free to reach out with any questions to Charles or Scott Kolb – Fresh Golf Solutions Founder. He may be reached at [email\\_scott](mailto:email_scott)

Webpage and how to apply [www.freshgolf.ca/cjga](http://www.freshgolf.ca/cjga)

