



CJGA Director of Operations Position Summary & Mission/Vision Information

Position Summary and Main Duties:

The DOO will have a strong command of tournament management trends in addition to benchmarks and best practices. The DOO will be expected to be highly visible and interactive throughout the event season. The COO will also be professional in personal style, demeanour and presence and comfortable interacting with members, volunteers, host club staff, partners and CJGA staff.

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.

The DOO will be responsible for the following:

Leadership:

- Develop an effective working relationship with the CEO, Board of Directors, and Staff.
- Lead the development of the CJGA's strategic and annual plans.
- Lead, mentor and build a strong team.
- Follow industry trends and best practices to develop strategies that assist the reputation.
- Be well-known and visible to all stakeholders.

Financial:

- Be fiscally responsible to ensure that the association is operated in an efficient and cost-effective manner.
- Provide timely, relevant, and accurate reporting.
- Help assist a long-term financial plan that incorporates cash flow planning along with sales & marketing strategies.

Organizational Relationships:

- Manager of Tour Operations directly reports the CEO.
- Work in collaboration to assist in the administration and co-ordination of the association's programs, tournaments and other related activities developed by the organization.
- Work in close relationship with the other CJGA professional staff and volunteers in the planning, implementation and management of administrative duties related to the daily operation of the national office.

Additional Responsibilities:

Work closely with the CEO to organize and implement all aspects of professionally run golf tournaments. These include:

- Oversee the operations of the tournament division within the CJGA including the management of the provincial tournament directors.
- Managing, coordinating, and executing of all CJGA national championships
- Maintain a strong level of knowledge of the official Golf Rules.

As DOO, the role oversees the Tournament planning, coordination, and execution. Areas to be managed include:

Tournament Division:

- Manage, update, and bring forward new ideas of tournament policies & procedures, manage national order of merit, and manage and update the CJGA tournament manual.

Tournament Schedule:

- Establishing the yearly tournament schedule with costs, booking events for tournament schedule, ensure each event operates within budget, solicit new venues, manage host venue contracts, update and maintain tournament schedule / information on website, manage partner pages, manage and service vehicles, manage event trophies and awards, manage seasonal tournament staff & provincial tournament directors, conduct bi-weekly calls to ensure timely communications with staff and independent contractors, conduct bi-weekly tournament operations meetings and distribute meeting minutes.

Tournament Operations

- Ensure events are being conducted according to the CJGA tournament manual, ensure sponsor activations are prepared and executed to the highest standard and develop and execute operational plans for all CJGA national championships.
- Tournament operation responsibilities include golf course set-up and preparation, on-course rules officiating, starting and scoring, post-round results and tee-times, public and media relations, maintaining inventory and tournament equipment levels including computers, printers, video and digital cameras, company vehicle and trailer to tournament sites. provide friendly, knowledgeable and efficient service to all stakeholders, work closely with volunteers and other staff in a professional manner.

International Competitions

- Ensure qualifiers are conducted within the international event standards, coordinate international team selection criteria and assist with team selection, establish and coordinate all team international teams, team travel and team policies, establish and present tournament budgets.

Sponsorship

- Develop and execute the approved sponsorship program.





Mission & Vision of the CJGA

Our Mission:

Golf is a game that lasts a lifetime. Whether you are new to the game or a seasoned junior, the CJGA provides environments that are competitive, educational, fun, and safe for all. The CJGA through the game of golf instills intrinsic values that include the development and growth of character, sportsmanship, discipline, and integrity. The CJGA's mission is to enrich the lives of our youth through education, golf competition and training.

Our Values:

The game of golf instills core values that the CJGA fosters. Our belief is that these core values help our youth grow into true champions:

- **Self-Discipline** | Practicing to become the best you can be.
- **Respect** | For the game, your competitors and yourself.
- **Integrity** | being honest and having strong moral principles; moral uprightness.
- **Social Skills** | Developing the ability to interact with others successfully.
- **Conduct** | Adopting behaviours and attitudes that the game of golf demands.
- **Maturity** | Experiencing success, failure, potential and limits.
- **Balance** | Achieving physical fitness and mental well-being.

Our Vision:

The CJGA provides Canada's youth with the necessary skills and knowledge to lay a foundation for their future. We recognize that the future of our Country lies with our youth. These are your future purchasers, employees, executives, partners and golf professionals. Their success will be determined by the efforts we make today to develop the character, maturity and personal growth that will enable them to take their rightful place in a highly competitive international environment. These are the very skills the Canadian Junior Golf Association's programs build. By helping junior golfers, regardless of their economic means, to develop these skills we are helping to build a strong future for Canada through and for its youth.

The CJGA Vision includes:

- Providing help to those that cannot afford this wonderful game of golf through our association.
- Advancing the game of golf through education on and off the course.
- Improving our social responsibilities towards the interests and the welfare of society including preservation of our natural habitat.

- Preserving our culture by reminding us that we are part of a history that defines our past, shapes who we are today and who we are likely to become. It brings families together and enables people to reconnect with friends and functions to strengthen a sense of community.
- Preserving or restoring our environment through education.

Additional & 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. Applications should be submitted by using the webpage www.freshgolf.ca/cjga Feel free to reach out with any questions to Charles or Scott

Scott Kolb – Fresh Golf Solutions. He may be reached at [email scott](mailto:email_scott)

Webpage and how to apply www.freshgolf.ca/cjga

