



Job Description

Central Links Golf – Central Links Golf is a full-service regional golf association dedicated to the betterment of the amateur golf community of the state of Kansas and the Kansas City metro area. Today the association has 170 member courses and over 33,000 individual members. Its membership is comprised of all demographics including men, women, adults, juniors, private and public golfers. A volunteer board of directors manages the affairs of Central Links Golf along with a professional staff of six. Additionally, more than 70 volunteers assist in course rating, competitions, and communications.

Job Title: Director of Women’s Competitions
Reports to: Executive Director
Works with: Staff, Volunteers, Golf course staff, and Tournament players
Status: Full-Time
Start Date: March 1, 2024 (Or another mutually agreed upon date)
Compensation: Salary commensurate with experience. Health care, cell phone, 401k.

SUMMARY: The Director of Women’s Competitions shall report directly to the Executive Director. The Director of Women’s Competitions Manager will be responsible for the listed functions below and will support Central Links Golf in implementing the strategies, objectives, policies, and procedures established by the Board of Directors and for carrying out its directives. The Director of Women’s Competitions shall maintain a genuine interest in the game of golf, knowledge of the game, its rules, history and traditions.

PRIMARY RESPONSIBILITIES:

- Scheduling, coordination, and administration of Women’s Golf events
- Scheduling and coordination of volunteer teams
- Answer any questions from individuals or clubs pertaining to Women’s Golf
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- Provide Rules education
 - Assist competitions staff with the administration of other events during the season
 - Work together with the Marketing & Communications Director to promote Women’s and other competitions
 - Extensive overnight travel throughout the state of Kansas will be required

QUALIFICATIONS/SKILL SETS:

- Strong written and oral communication skills
- Ability to learn the Rules of Golf
- Ability to learn Golf Genius and/or other tournament software
- Ability to use Microsoft Office
- Outgoing and creative personality
- Ability to work independently with minimal supervision and adhere to deadlines
- Sound judgment and decision-making capabilities
- Ability to identify and resolve problems efficiently
- Must have reliable transportation, valid driver’s license, and proof of insurance

PHYSICAL REQUIREMENTS:

- Lifting and carrying equipment up to 50 pounds
- Stand and walk for extended periods of time
- Work outside in extreme weather and temperatures with direct sun exposure

- Use of hands with computer data entry, phone assignments, collating materials, etc.
- Ability to hear and to see both short and long distances
- Must be able to operate a golf cart and drive a vehicle with a utility trailer in tow

All interested applicants should email resume, cover letter and references to doug@clgolf.org by February 16, 2024.