

Junior Development Coordinator for the CLGA

Job Description

Responsible for supporting programs for Junior Girls golf, on behalf of the Calgary Ladies Golf Association. Collaborate with the 5 Year Planning Director and the Tournament Liaison Director. Commitment includes attending meetings via zoom and in person meetings and also board meetings throughout the year. This is a two year minimum term with opportunity to extend to an additional two more years. Currently we have only 2 events; the first being the city junior girls open tournament coordinated and run by the MJT tour and the second event hosted at Golf Future YYC and is coordinated and run by Kelsey Clayton.

Duties:

- Sit as an active voting member on the CLGA Executive and attend all CLGA Executive and General Meetings
- Ensure the handicaps of the players are accurate for tournaments – currently, only for the city junior girls open tournament which is organized the Maple Leaf Junior Tour (MJT) – your role will be to confirm handicaps only and attend the event for supervision and support
- Present the trophies on the final day of the tournament
- Know where to access the CLGA by-laws to obtain an understanding of processes, responsibilities and duties for your role and other roles on the CLGA Executive
- Organize and support the junior development camp each year – currently organized and run by Golf Future YYC
- Report any information back to the executive and ensure that the web and marketing persons are supported in receiving the results of the tournament to post pictures and videos of event and promote the CLGA
- Coordinate with the treasurer to finalize budgets