

Position Title: Handicap & Course Rating Assistant

Type of Position: 6 Month Contract – Start Date: April 2021

Job Summary

GOLF ONTARIO (GO) is currently seeking applications for the position of **Handicap & Course Rating Assistant**. Reporting to the Manager, Handicap and Course Rating, the successful candidate will be a highly motivated team player with keen attention to detail and excellent verbal and written communication skills. The ability to deliver high quality customer service to all partners and participating facilities while working with diverse groups of staff and volunteers is essential. A sound understanding of the game of golf and knowledge of handicapping and course rating are required.

Golf Ontario will continue to comply with all provincial and municipal orders and guidance in the prevention of the spread of COVID-19 and thus the incumbent will be required to work from home and attend to the office periodically as needed until we are able to return safely to the office.

The position may require travel throughout the province, with some weekend work and extended hours.

Overall Responsibilities include but are not limited to:

- Supporting the department with the administration of the World Handicap System Certification Seminars
- Being the conduit of information to Member Clubs on/during the Rating process (results, scheduling, process, procedures, etc.)
- Aid Course Rating Teams, ensuring that each team has the required equipment, materials and information
- Assist in the processing of Course Rating data from teams, and when approved, release the Official Course Rating information (posters and slope charts) to Member Clubs. This includes maintaining the Course Rating data in the USGA CRS (Course Rating System), ensuring that the software program is current, as well as updating the Rating numbers in applicable Handicap Tracking Systems/databases
- Assist in the measurement of all Member Courses (this may include club visits to measure)
- Assist in linking membership records between the Golf Canada Score Centre and USGA GHIN system.
- Provide administrative support to Handicapping & Course Rating department as needed

Qualifications and Requirements

- Understanding of the game of golf
- Knowledge of handicapping and course rating
- Highly organized with strong verbal and written communication skills
- Strong computer and data management skills
- A valid Ontario Driver's License and use of a reliable vehicle
- Team player, motivated by overall success of Golf Ontario

Compensation & Benefits

- Bi weekly salary
- Food & hotel expenses when required to travel outside the office area
- Staff uniforms provided by Adidas
- Opportunity to travel across Ontario and network with professionals in the industry

Application Details

Golf Ontario thanks all applicants but will contact only those who will be invited for an interview. Qualified/Interested applicants should forward a detailed resume and cover letter with relevant experience and salary expectations by **7th February 2021** via email to: jobs@gao.ca

Golf Ontario is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation during any stage of the recruitment process, please notify Human Resources at 905-852-1101.

GOLF ONTARIO

With over 92,000 individual members, 450 member clubs and more than 20 outstanding staff, Golf Ontario is one of the largest golf associations in the world. From rating courses and keeping the integral rules of the game intact, to developing the sport at the grassroots and high performance level, to hosting the best amateur championships in Canada and leading and supporting the Ontario golf community, Golf Ontario is committed to driving more people to play golf, more often, starting at a younger age.