



New Brunswick Golf Association SUMMER TOURNAMENT COORDINATOR

The New Brunswick Golf Association is looking to fill the position of Summer Tournament Coordinator for the period of May to August 2010.

The Summer Tournament Coordinator will work closely with the NBGA's Executive Director, with their main responsibilities being:

- Assist with the logistics and preparations for all NBGA Provincial Championships
- Manage and maintain the NBGA's equipment inventory
- Assist, on-site, in the execution of provincial championships as assigned
- Serve as media liaison for provincial championships as assigned
- Assist with the planning and delivery of NBGA Junior clinics
- Assume responsibility for the maintenance and upkeep of provincial championship information on the NBGA website

This is a seasonal position with a work term of approximately 16 weeks. The individual filling the position will possess the following qualities:

- Strong communication and interpersonal skills
- Good organizational skills
- The ability to work independently
- Strong computer skills (including Microsoft Word, Microsoft Excel; Microsoft Frontpage and Adobe Pagemaker would also be an asset)
- Priority may be given to candidates who are bilingual
- Experience in event management and/or dealing with the media is considered an asset
- Knowledge of the game of golf is an asset

The Summer Tournament Coordinator position involves on-site responsibilities at 7-9 provincial championships over the course of the summer. As such, some evening and weekend work will be expected of the successful candidate. Where possible, time off to make up for extra hours worked will be provided. Rate of pay for the position is \$9.00/hr. and will be based on a 40-hour work week.

The Summer Tournament Coordinator will work out of the NBGA office, located on Hanwell Road, seven kilometers from the city limit. This is not a bus route and therefore, the candidate will be required to have access to a vehicle or another form of transportation.

Please send resume with cover letter by **April 16, 2010** to:

The New Brunswick Golf Association
Attention: Executive Director
PO Box 1555, Station A
Fredericton, NB
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E-mail – nbgolf@nb.aibn.com