
JOB DESCRIPTION
Tournament / Outing Coordinator

Reports To: Tournament Sales Director

Directly Manages: None

Classification: Regular Full-Time

Working Hours: Normally 40 + Hours Per Week

Duties: The Tournament / Outing Coordinator oversees all tournament events.

Specifically, the Tournament /Outing Coordinator must:

- Provide for all tournament management including pairings, cart labels, staging, proximity markers, rules, scoring, and starting announcements.
- Ensure guest & member satisfaction during all tournaments and outings.
- Coordinate all efforts of tournaments and outings to include food & beverage and merchandise products.
- Be accessible to players to answer questions and provide information.

This job description includes, but is not limited to, the duties and responsibilities noted above. The essential functions of this job description are not exhaustive and may be supplemented.