

Club Engagements Coordinator

Part-Time (20 hours per week)

Job Description

Role Summary

The Club Engagements Coordinator will provide a hosting service to golf club's wishing to hold golf participation events. An emphasis will be placed on events for females and young people in the sport. This part-time position requires a passion for golf, strong organisational skills, and the ability to create a welcoming and enjoyable environment for event participants. The Golf Engagements Coordinator will also work closely with local golf clubs to establish relationships and foster collaboration in promoting golf within the community.

Key Responsibilities

- Work closely with the Golf Participation Officer to plan and coordinate participation golf events in Taranaki, utilising the Futures Golf and She Loves Golf platforms. This includes securing venues, managing event registrations, and ensuring participants have a positive and enjoyable experience.
- Hosting of a variety of participation events on behalf of golf clubs in the region and assist the GPO with Taranaki Golf run events.
- Provide introductory group golf tuition to help enable participants to have a positive experience. Support any professional coaching sessions that may be provided.
- Ensure the necessary equipment to run events is available and in good condition. Identify any equipment issues/shortages and liaise with the GPO to replace/acquire equipment.
- In conjunction with the Golf Participation Officer, develop initiatives to attract people to golf events. This would include promoting events through social media posts and other platforms.
- Work closely with local golf clubs to establish strong relationships and partnerships. Collaborate with club representatives to discuss event opportunities, align schedules, secure venues, and involve clubs in event programming.
- Assist in developing event budgets and ensure adherence to financial constraints.
- Create and maintain a data base of participants for each event, including event feedback surveys to assist with measuring the anticipated outcomes.
- Communicate other Taranaki Golf Initiatives to clubs and participants.

Key Personal Attributes

- Passion for golf, and a fundamental understanding of playing the game.
- Flexibility to work irregular hours, including weekends and evenings, to accommodate event schedules.
- Experience in event coordination, preferably in sports or recreational activities.
- Excellent organisational and time-management skills, with the ability to multitask and meet deadlines.
- Computer literate and comfortable using social media platforms.
- Strong communication and interpersonal skills, with the ability to engage with diverse audiences and create a welcoming environment.
- Creative thinking and problem-solving abilities to develop innovative event concepts and address challenges as they arise.
- Knowledge of promotional strategies to attract participants to golf events.
- Ability to work independently as well as collaboratively within a team environment.
- Valid car driver's license and access to own vehicle for transportation to event locations.
- Ability to follow TGA H&S policies and procedures and meet our CPP requirements – Police vetting would be required.

Reporting & Accountability

The GEC shall report to the Golf Participation Officer (GPO) and will provide the Executive Officer with analysis for events to measure their success. Provide reports as required by the Executive Officer for board and executive committee meetings.