South Dakota Golf Association
Employment Opportunity - Junior Golf Manager

AVAILABLE POSITION: SDGA Manager, Junior Golf

EMPLOYMENT: Full-Time

ABOUT THE SOUTH DAKOTA GOLF ASSOCIATION: The South Dakota Golf Association (SDGA) is the governing body of amateur golf in the state of South Dakota. The SDGA is an equal opportunity employer committed to creating a positive work-life balance and helping advance the mission of supporting, preserving and advancing golf in South Dakota.

JOB DESCRIPTION:

- **Tournament & Tour Management:** Plan, schedule, and administer junior tour events, multi-day junior series, and state/regional junior championships.
- **On-Site Operations:** Coordinate course set-up, local rules, player pairings, tee sheets, pace-of-play, and scoring.
- **Course Procurement:** Secure and negotiate host facility contracts and manage relationships with golf clubs for junior events.
- **Staff & Intern Supervision:** Hire, train, schedule, and evaluate seasonal staff, tournament officials, and program volunteers.
- **Communication & Outreach:** Maintain regular contact with junior players, parents, and high school/collegiate coaches. Serve as a public ambassador for the association's youth programs.
- **Points & Awards Administration:** Manage junior point standings, junior awards and gift certificates.
- **Equipment & Vehicles:** Oversee equipment/merchandise purchasing and inventory, and vehicle upkeep.
- **Other Responsibilities**: Provide support for SDGA Championships, Team SD initiatives, general administrative operations, and out-of-season administration and projects.

JOB REQUIREMENTS:

- **Education & Experience:** Strong desire to be involved in golf administration and work in a team environment. A bachelor's degree, or equivalent practical experience in golf administration is preferred. USGA Boatwright Intern experience is a plus.
- **Golf Knowledge:** Strong working knowledge of the Rules of Golf, tournament formats, and handicap systems.
- **Technical Skills:** Proficiency in tournament management software (Golf Genius), Google Workspace, and web/social media content management.
- **Soft Skills:** Exceptional organizational, public-relations, communication, and interpersonal skills for working with children, parents, and club administrators.
- **Availability:** Willingness to work extended hours, weekends, and travel during peak junior tournament season (June through September). Ability to live in, or near, Sioux Falls, SD and commute to SDGA Office.

COMPENSATION:

- Competitive annual salary range of $40,000–$50,000, commensurate with qualifications and practical experience.
- $600 monthly stipend toward individual dental and health insurance coverage.
- SIMPLE IRA retirement plan options with up to a 3% matching contribution from the employer.
- $80 monthly cell phone allowance.
- Official SDGA staff apparel and gear provided.
- Full reimbursement by the SDGA for all authorized employment-related travel expenses including opportunities for continuing education.

APPLICATION DEADLINE: This position will remain open until filled.

SUBMIT COVER LETTER AND RESUME INCLUDING REFERENCES VIA EMAIL TO: sdgainfo@sdga.org
Please write "Junior Golf Manager" in the subject line.