



JOB POSTING

Posting Date: February 6, 2019

Position Title: **Tournament Coordinator**

Location: Bandon Dunes Golf Resort

Reports To: Director of Resort Operations

Closing Date: Until filled

Respond To: Attn: Human Resources
Bandon Dunes Golf Resort
57744 Round Lake Rd. Bandon, OR 97411
Fax (541) 347-5850
jobs@bandondunesgolf.com

Position Summary:

Bandon Dunes Golf Resort is hosting the 120th U.S. Amateur Championship August 10 – 16, 2020. The Tournament Coordinator will join the Bandon Dunes Golf Resort team to develop, manage and successfully execute the 120th U.S. Amateur Championship. The position will begin March 1st, 2019 and operate through October 31, 2020.

Primary Duties:

- Develop overall championship goals and objectives and work with all parties to develop specific implementation plans to meet those goals and objectives.
- Develop and maintain a championship timeline and implement a system that enables all parties to understand and meet deadlines.
- Maintain a championship budget for revenues and expenses.
- Work with the marketing team and hospitality team for planning activities such as ticket sales, hospitality sales and general championship awareness.
- Work with the marketing team and USGA on website content that meets championship objectives.
- Communicate effectively with resort staff, championship committees, vendors, championship staff and the USGA.
- Develop championship reports and distribute as required to staff, championship committees and the USGA.
- Prepare all championship collateral and printed materials and obtain approval from USGA prior to producing each document.
- Assist in developing the transportation plan to include arrangements for players, players' guests, USGA officials and staff.
- Work with the USGA to develop and manage a player services plan that includes player pre-registration, onsite registration, accommodations, food service, transportation etc.
- Supervise, direct and coordinate the activities of the vendors as required to successfully execute all aspects of the championship, meeting deadlines per the championship timeline.
- Conduct post-championship debriefing sessions and draft the championship report.
- Provide post-event analysis, budget recaps and participant feedback and incorporate learning into championship report.
- Perform other duties as appropriate.



Qualifications:

- College degree preferred, high school diploma or equivalent required.
- 2 years experience in the golf and/or hospitality environment.
- Ability to use POS software, Microsoft Excel & Word as well as other programs to produce effective and efficient reports.
- Demonstrated experience and capability in the areas of fiscal management, strategic planning.
- Demonstrated quality written, verbal, and interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision.
- Positive attitude, professional manner and appearance in all situations.
- Outstanding organizational skills.
- Work flexible hours as required including nights/weekends.
- Positive attitude, professional manner and appearance in all situations.

Candidates interested in applying for this position must meet the minimum qualifications for the position. To apply, please forward a completed application with cover letter and resume prior to the closing date. Complete job description available upon request.

Bandon Dunes is an Equal Opportunity Employer