



Player Administration

- Assist PGA Tour Champions players, their families, and caddies by providing information about booking accommodations in Calgary
- Develop tournament fact sheets and handbooks for players and their caddies
- Work with our transportation volunteer chairs to organize player airport pick-ups
- Update and maintain the PGA Tour Champions Links website

General Tournament Support

- Assist with the Pro-Am gifting merchandise area including point-of-sale and inventory counts
- Prepare the Pro-Am participant survey
- Apply for and be the main contact for AGLC licenses for alcohol and raffles
- Apply for and be the main contact for all Alberta Health Services applications
- Manage shipping and embroidery for all staff uniforms
- Execute all aspects of the 2017 Honorary Observer program
- Assist in special events outside of Tournament week where needed
- Help execute the on-site tournament merchandise program
- Track and coordinate all travel arrangements for internal staff and visiting colleagues

Requirements

- University student that is returning to school in Fall 2017 (Business and Sport Management studies are an asset)
- Proficient in Microsoft Office Suite with excellent computer literacy (past office experience is an asset)
- Knowledge and interest in sports; an emphasis on golf is an asset
- Motivated self-starter with the ability to work independently
- Good organizational skills and strong attention to detail
- Cheerful presence with excellent interpersonal skills
- Able to multi-task competing priorities while remaining flexible and calm under pressure
- Strong verbal and written communication skills
- Interest in working in sports or events after school is desired
- Willingness to work nights, weekends, and holidays as required
- Must be available all days from August 25 – September 4

NOTE: The requirements of this position can be physically demanding and will necessitate hours of work that are varied, irregular, and deemed necessary to meet the objectives of your employment.

SALARY: \$12.20 / hour + overtime

HOURS: Hours during May – June are expected to be 35 hours / week
Hours to increase in July through end of tournament – Anticipate 40+ hours / week
* From August 21 – September 3 please anticipate 70 – 80 hours/week

DEADLINE: Friday March 3, 2016 by 11:59 PM MT

Please send a cover letter and resume by email to info@shawcharityclassic.com, and place in the subject line “Application – Tournament Assistant”.