




# HURRICANE JUNIOR GOLF TOUR

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Brief for the position of:

Vice President of Logistics and Events



## Vice President of Logistics and Events

### **About the HJGT:**

The Hurricane Junior Golf Tour (HJGT) was founded in 2007 with the intention of providing junior golfers between the ages of 8-18 an opportunity to play exceptional courses in a competitive environment. The tour's vision is to provide superb hospitality and make every event a memorable one. With play open to both males and females, nearly every junior golfer is eligible to participate on the HJGT. Currently the HJGT is the largest junior golf tour in the world hosting more 2-day nationally ranked events than any other tour.

### **Position Summary:**

Oversee all training, evaluations and quality control for all HJGT events. Oversee all HJGT tournament directors and interns. This position requires strong management and leadership abilities. This position is very fast paced and requires extensive multi-tasking abilities. Constant and daily communication with all team members is vital to be successful in this position.

### **Responsibilities:**

- Manage Golf Course relations. Monitor and manage all course calls within 120 days.
- TD evals on an as needed basis. Perform event visits for each TD throughout the year. Meeting with them afterwards to discuss evaluation. Report turned into ED.
- Tournament Set Up and breakdown
- Meet weekly (Wednesday) with CEO and have all items on "DOO" board complete every Sunday night at end of the week so CEO can review Mon/Tues.
- Management of Monday.com item checklists for each event
- Calculate Monday items each week and enter them into excel before Thursday staff meeting
- Manage monthly TD incentives.
- Travel 1 weekend per month visiting events and doing TD evaluations (Travel 2 weekends 4x per year)
- Delegate weekly admin tasks for all TDS for WED/Thurs admin work. JD's to be prepared and presented to each TD before the position starts.
- Manage weekly and YTD TD leaderboard
- Intern Incentive program
- Execute onsite sales, marketing, sponsorship, and lead generation plans
- Proper Maintenance of vans and trailers. Ensure all repairs/maintenance are up to date and boards are being filled out. Revamp new training and safety manuals for all drivers and team members

- Manage and maintain all inventory through Monday for all teams. All teams have quantity and quality every week for every event.
- Manage all tournament director expense reports and turn them in to the CEO monthly. Turn into CEO by the 20th of each month
- Lead weekly staff meeting. Minutes sent to all staff by EOD.
- Manage all HJGT tour policies, which includes but not limited to hotel policy, write up policy, truck policy, office policy, drug and alcohol policy and housing policy.
- Manage intern budget per person per event for Associate meals
- Successful completion of staff meals for arrival into town, setup day, and tournament days. (4 staff meals are expected for all teams)
- Prepare and finalize all tournament yardages for events 8 months in advance
- Pictures to each info page on Shot Stat as the tournament directors. Must be up 4 months in advance.
- Manage TD's and Associate Intern teams schedule/hours. Associates not to exceed 45 per week and TDS 50 per week.
- Ensure all HJGT rankings and points are submitted after each event
- Management of all HJGT yardages, ratings, and slopes (must be in place 6 months before event). Work with other TD's inside 12 days to determine if changes are needed.
- Management of all HJGT tee times. Verify they are released 3 days before the first round, they appear on the website, emailed out, and texted out.
- Associate Intern Training manual continually updated/improved
- Manage results submissions and HJGT points distributions.
- Send surveys to TD's after each event and send out reports to ED and TD's.
- Perform One on one meetings with Ops Associates/TDS twice per month. Calls documented on Monday and sent to ED
- Assist with 2-4 intern interviews per week
- Manage DOO dashboard for all events and produce weekly report on events to CEO.
- Monitor all Zello channels on the weekends to ensure quality control
- Hire/Terminate HJGT TDS when the need arises
- Create new innovative ways to manage and run events
- Manage all independent contractor relationships
- Manage and plan complete Operations calendar 4 months in advance,
- Responsible for ordering/inventory management of all tournament registration items including trophies.
- Communicate with incoming Associate Intern teams 2 months in advance of the start date.
- Assist with hotel logistics for OPS teams when needed
- Manage TDs at events in emergency situations which includes but not limited to TDS being sick, injured, fired, or resigned.
- Manage weekly light-speed VT training with interns and TDS. (Completely new program put into place)

- Weekly leads produced at events
- MISC tasks to be given from CEO on weekly basis
- Assist with long term projects to move the brand forward.
- On call 24/7 for any operations emergencies. Main point of contact
- Other duties as needed by CEO

**What does success look like:**

- Achieve 92%+ average positive results on Participant surveys
- 20% of field participation filling out Participant surveys
- 100% of item checklist on Monday filled out
- 2 sales leads generated per event given to VP of Biz Development
- 97% of HJGT events rebooked
- Maintain average Pace of Play of 4 hrs., 30 mins per tournament
- Communicate with golf courses 90 days in advance of tournament about field sizes.
- Manage 6-7 Tournament Directors, responsible for accountability and performance objectives
- Minimize turnover with more effective and productive TDS

Due to the cyclical nature of the entertainment industry, the employee may be required to work varying schedules including nights and weekends to reflect the business needs of the company.

*Hurricane Junior Golf Tour is an equal opportunity employer, and we will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or any other classification protected by law.*

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