Member Services Administrator

Vision: To elevate the services and support the Association can provide to members, clubs and other stakeholders

Golf Nova Scotia Committee/Board Support

- Supports the Committees and Board with meetings including scheduling, planning and producing meeting minutes
- Communicate with members and club members about rules, handicapping. Liaise with Golf Canada on the Golf Canada Score Centre
- Support the Heritage committee in updating content, file storage and naming
- Coordinate the delivery of annual course rating and handicapping program as outlined in the long-term and annual plans of the Course Rating and Handicapping committee
- Coordinate travel plans of team members
- Coordinate the delivery of the Course Rating and Handicapping and Rules education across the province
- Monitor Member Club compliance and certification. Communicate with member clubs and volunteers
- Monitor and report on the roll out of the GNS Hole by Hole strategy
- Regular updates to the GNS HR database

Volunteer Coordination

- Maintain database of volunteers
- Communicate with volunteers over the phone and in writing to resolve any questions or concerns
- Coordinate delivery of volunteer surveys and prepare reports for Board and staff
- Coordinate the GNS Volunteer Recognition Program

Programming

- Working with the Technical Director in the coordination and implementation of EDIA programs and initiatives
- Coordinate the processes, procedures and practices to ensure the effective delivery of participation programs
- Work with the Technical Director to ensure the Junior Invitational Tour schedule and database is updated. Ensure the proper input of data, follow up on feedback and communication

- Support scheduling and resourcing for all participation events
- Implement and provide support in the development of pre and post event processes and practices
- Coordinate special projects on an as needed basis

Administration

- Collaborate on projects and duties that relate to strategic and operational plans
- Contribute to newsletter and website creation and content
- Regular updates to member club contacts
- Prepare gift certificates for tournament prizing
- Working with the Executive Director to ensure Safe Sport Policies for all volunteers, staff and officials are complete and updated regularly
- Coordinate member mailouts and correspondence

Requisite Skills/Experience

- Successful completion of post-secondary education in Sports Management or Administrative discipline or a combination of education and related work experience an asset
- 1-3 years' experience in an administrative role
- A valid driver's license and clean safe sport screening
- Ability to lift equipment up to 30 pounds
- Ability to travel across the province and stay overnight as required
- Ability to work weekends and evenings as required during the golf season

Behavioural Competencies

- Proven ability to work in a team-oriented environment
- Excellent organizational skills and proven ability to meet deadlines with a high degree of accuracy
- Ability to think critically and be a problem solver
- Ability to work independently, maintain tight work schedules and work flexible hours including evening and weekends
- Strong computer skills with experience in Microsoft 365, Teams, constant contact and golf genius tournament software

Job details

Part Time, Year-round, 20 hours per week, flexible work schedule

Pay: $22-$24 per hour

Work Location: Hybrid – a combination of work from home and in person at office in Halifax and member club sites around the province.

Please let us know if you need accommodation during the recruitment and selection process. We will work with you to support your needs.