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GOLF SA - ADMINISTRATION & HIGH PERFORMANCE COORDINATOR

play golf

Introduction:

Golf SA is seeking to fill the position of **Administration & High Performance Coordinator**. This is very much a 'hands-on' role with the opportunity to learn, enhance and demonstrate your capabilities in a range of skills across general office administration, program management, competition management, marketing & communications and sport development. The role encourages initiative, decision-making and taking responsibility.

The Role:

Your key responsibilities will include the general administration of the Golf SA Office including the reception function. In addition, you will coordinate/implement the HP Training Program and coordinate the Club Support Programs. Your role encompasses understudying and assisting Competition, Golf Development and Marketing & Communications functions.

Staff development is a priority through ongoing educational and professional development opportunities. While '9-5' is the normal working day there is a requirement for some 'out-of-hours' work including intra-state travel. The salary range is circa \$38,000-\$40,000 + Superannuation depending on qualifications, skills and experience. The Position is full-time.

Golf SA:

Golf SA Inc is the State Sporting Organisation (SSO) for the sport of amateur golf in SA. Its Offices are located at the North Adelaide Golf Course, Strangways Terrace. The Association has a history of over a century being founded in 1904.

Applications:

Applications should include your CV/Resume & a Covering Letter and be submitted to:

- chris@golfsa.com.au; or
- CEO Golf SA
PO Box 423
North Adelaide 5006

Position Description available by e-mail chris@golfsa.com.au. Additional information - contact Chris Luz-Raymond (CEO) on 08 8267 1353 during business hours.

APPLICATIONS CLOSE: 4.30pm Friday 12th May 2017



Government of South Australia
Office for Recreation and Sport

be active.