

Alberta Golf

Alberta Golf is the provincial governing body of golf in Alberta, a non-for-profit organization representing more than 65,000 members across the province. In partnership with Golf Canada, Alberta Golf supports player development, delivers championships, and works to grow participation in the game at all levels. Including the delivery of junior programs, including the McLennan Ross Alberta Junior Tour, a province-wide, 8-week tour, that introduces juniors under 19 to competitive golf in a supportive and welcoming environment.

Position: Junior Tour Coordinator

Type of position: 4-month seasonal contract (May 1 to August 31)

Hours of Work: 35-40 hours per week, Monday to Friday, with early mornings and weekends as required during event weeks.

Location of Work: Access to office within office hours (8:30am – 4:30pm). Along with travel requirements throughout the province, coordinated using Alberta Golf vehicles.

Job Description

Alberta Golf is seeking an individual to support the planning, communication, and on-site delivery of 28 Junior Tour events throughout the golf season. This role serves as a key point of contact for host clubs, referees, players, and parents, contributing to a well-organized and positive Junior golf experience.

Key Responsibilities

- Manage event registrations, pairings, tee times, and event information using Golf Genius.
- Maintain clear, professional communication with host clubs, referees, players, and parents.
- Prepare and organize all Junior Tour equipment and assist with full event setup and on-site operations.
- Coordinate with the communications team to support social media coverage and event recaps.

- Distribute surveys, review feedback, and assist with end-of-season reporting.
- Assist with qualifiers and select competitions, when necessary.

Qualifications

- Organizational skills, attention to detail, and a team-first attitude in a fast-paced event environment.
- Professional verbal and written communication skills with a calm, but confident presence.
- Ability to manage multiple priorities and problem-solve independently on site.
- Comfortable performing physical work outdoors, including lifting up to 50 lbs.
- Valid driver's license and ability to travel extensively throughout the province.
- Proficiency in Microsoft Office and general comfort with technology.
- Golf knowledge or prior junior golf/tournament experience is an asset.

Compensation: \$3,300 per month, plus travel & meal expenses. Clothing allowance of \$300 provided

Reports to: Manager, Competitions & Junior Golf

Deadline for Applications: February 9, 2026

To apply, please send resumes via email to:

Mackenzie Baustad
Manager, Competitions & Junior Golf
Mackenzie@albertagolf.org

We thank all applicants for their interest, however only qualified candidates selected for an interview will be contacted.