

Golf Services Coordinator



Phone :
Web : golf.org.au

Job Summary

Vacancy :
Deadline : Apr 07, 2025
Published : Mar 17, 2025
Employment Status : Full Time
Experience : Any
Salary :
Gender : Any
Career Level : Any
Qualification :

Job Description

About Golf Australia:

Australian Golf is experiencing unprecedented growth and embarking upon an exciting journey of change. Golf Australia is central to this as the governing body for golf in Australia.

Our purpose is to have "more Australians playing more golf", and our philosophy is that "all golf is golf, and all of us can be golfers". Australian Golf has a new strategy that positions golf as "a sport for life and fun for all". Whether you are a member of a golf club, a round player playing social golf, a ball hitter at a driving range, a mini golfer playing with family and friends, or even one of the 5.8 million Australians who have said that they want to play but are not yet participating, Golf Australia would like to hear from you.

As the governing body for Golf in Australia, our key responsibilities are to encourage participation across the sport whilst supporting the health of all places to play around the country. Working alongside key industry partners such as the PGA of Australia and the WPGA Tour, Golf Australia helps provide player pathways through the events at club and state level, through to the Australian Open. In addition, we support the high-performance program developing talent through to the professional stage.

About the Role:

Reporting to the State Manager and Head of Clubs and Facilities – SA, the Golf Services Coordinator will play a key role in supporting the South Australia office, governance, and board requirements, as well as the delivery of the national strategy within the state.

The Golf Services Coordinator will build a positive rapport with, and gain positive feedback from stakeholders including districts, clubs and facilities, staff, and board members and achieve the successful completion of high-quality administrative tasks. This role will be pivotal to servicing golf in South Australia.

Australian Golf Values:

We are committed to creating a culture that enables our employees to thrive and our Australian Golf Values are at the top of mind in everything we do:

- We Welcome Everyone
- We are Connected
- We are Courageous
- We Bring our Best

Key Responsibilities and Accountabilities:

Specific areas of responsibility include:

- Support to the State Manager and Head of Clubs & Facilities - SA, including administration of the GolfSA Board activities, Board & District meeting preparation, Golf SA AGM preparation, and reporting and production of minutes.
- Work with the State Manager and Head of Clubs & Facilities - SA in the logistic requirements of the GolfSA Board and Districts.
- Work with the State Manager and Head of Clubs & Facilities – SA for the delivery of the Strategic Alignment/Model Venue Framework in South Australia .
- Assist with SA District, Club and Facility communications.
- Professionally maintaining all areas of the office (including meeting rooms, supplies, stationary cupboards).
- Coordinating meeting room bookings and catering requirements.
- Data entry and ad-hoc administrative tasks such as team member celebrations (birthdays/anniversaries), weekly staff movement email, corporate travel, document compiling & printing and adhoc support for South Australian functional teams.
- Work with the West Beach Parks facilities manager in relation to contractors, cleaners and coordinate building maintenance and repairs.
- Leading office related activities and management including: ordering, employee events, storage and general office duties to support maintenance and lease arrangements.
- Manage and respond to South Australian customer and member enquiries, directing as appropriate.

Key Requirements

The ideal candidate will possess excellent organisational skills to deliver amazing customer experiences. In addition, you will have:

- Qualifications in Business and/or Sports Management preferred.
- Exceptional verbal and written communication.
- Competent and confident in using the Microsoft Suite of products (including Excel, PowerPoint and Word).
- Digital competency and understanding to ensure the smooth running of IT operations and employee queries.
- A first-aid certificate or willingness to attain one.
- An ability to work on your feet and safely lift boxes and chairs.
- An ability to work, interact and communicate with a range of stakeholders from all backgrounds.
- A proactive approach to delivering amazing customer experiences with an ability to multi-task and manage competing priorities well.

What we are looking for:

The ideal candidate will possess an energetic and outgoing personality, ready to roll their sleeves up and deliver amazing customer experiences for all employees and stakeholders to golf in South Australia.

We support Equal Opportunity practices and welcome applications from all individuals passionate about delivering exceptional customer experiences.

What you will get in return:

- A fantastic opportunity to work in a global sport.
- A supportive culture that is flexible and inclusive for all individuals to thrive.
- Learning & development opportunities available.

How to Apply:

Please submit your resume and a cover letter aligning your skills and experience as outlined above.

Note: To be considered for this opportunity you must have:

- Valid Australian working rights;
- Valid WWCC or the ability to apply prior to employment commencement

Enquiries can be sent to David Watson (State Manager and Head of Clubs and Facilities – SA) via email: david.watson@golf.org.au

Applications close Monday 5pm 7 April 2025.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
