



<b>Contract Position:</b>	Operations Administrator	<b>Category:</b>	Administrative
<b>Location:</b>	Remote	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	\$20-\$25/hr.	<b>Position Type:</b>	Contract part time
<b>HR Contact:</b>	Linda Jane Parson	<b>Date Posted:</b>	
<b>Will Train Applicant(s):</b>	Will Train Applicant(s)	<b>Posting Expires:</b>	
<b>External Posting URL:</b>	External Posting URL		
<b>Internal Posting URL:</b>	Internal Posting URL		
<b>Applications Accepted By:</b>			
<b>FAX OR EMAIL:</b> Info@vswga.org		<b>MAIL:</b> VSWGGA PO Box 4224 Burlington, VT 05406	
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li>• Maintain the Golf Genius database with State Day and major tournament events – set up, registration and results</li> <li>• Provide Customer Service to association membership and the Board of Directors, State Day and Tournament Chairpersons</li> <li>• Maintain various spreadsheets of association membership and event data</li> <li>• Perform other miscellaneous administrative tasks <ul style="list-style-type: none"> <li>➢ Print awards certificates &amp; labels</li> <li>➢ Pick up postal mail and distribute as required</li> <li>➢ Monitor and respond to emails</li> <li>➢ Assist bookkeeper &amp; Treasurer with funds collection reconciliation</li> </ul> </li> </ul>			
<b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>- Ability &amp; willingness to learn Golf Genius golf tournament management software</li> <li>- Demonstrated skill in creating and managing Excel spreadsheets</li> <li>- Strong organizational, priority management and customer service skills; excellent communicator</li> <li>- Ability to work independently &amp; manage detailed tasks</li> <li>- Knowledge of golf helpful but not essential</li> </ul>			
<b>ADDITIONAL NOTES</b>			
This position is a contracted, part-time, and paid by the hour opportunity. Requires up to 20 hours per week May-September; 5 hours per week October-April. Pay commiserate with experience \$20-\$25/hr.			
<b>Reviewed By:</b>	Name	<b>Date:</b>	Date
<b>Approved By:</b>	Name	<b>Date:</b>	Date
<b>Last Updated By:</b>	Jayne Magnant	<b>Date/Time:</b>	7/16/21