



Canadian Golf Tours Inc.  
24 Fergus Ave  
Richmond Hill, ON L4E 3B7  
905-773-7333  
[www.gtaamtour.com](http://www.gtaamtour.com)

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The GTA AM Tour is currently seeking 4-5 candidates to fill the part-time position of Event Operations Assistant for the 2021 season. In this position, you will contribute to the execution of approximately 28 one and two-day, professionally organized golf tournaments. As a key member of The Tour Team, you will be relied upon to ensure these events are executed with precision, professionalism and enthusiasm.

#### **Duration**

- 1-2 Days per week on event days based on Tour Schedule (May 3 – October 5, 2021)  
(Please go to [www.gtaamtour.com](http://www.gtaamtour.com) for the full 2021 GTA AM Tour schedule).

#### **Responsibilities**

- Assist Operations Managers and Tour President in conducting all of the events
- Enforce tournament regulations
- Responsible for all pre-event setup, event-day event logistics and scoring administration
- Communicate with, and assist committees on site
- Work to ensure players are keeping up to the groups in front of them (Pace of Play)
- Work with the Tour Team to determine the best locations for on-course monitoring (Fore-Caddies)
- Other duties as assigned

#### **Requirements**

- Basic knowledge of the game of golf
- Strong communication skills
- Strong organization and time management skills
- Nominal computer skills
- Ability to work on your own and as part of a team
- Ability to work long flexible hours (Dawn - Dusk)

#### **Benefits**

- Compensation of \$125 per event day
- Food per diem during events
- Hotel expenses for events that are not proximate to the core Greater Toronto Area
- Subsidized staff uniforms
- Opportunity to play courses on event set-up days (day before each event)
- Opportunity to network with professionals in the golf industry

Please forward cover letter and resume to Mark Young ([mark@gtaamtour.com](mailto:mark@gtaamtour.com)), Patricia Bandurka ([patricia@gtaamtour.com](mailto:patricia@gtaamtour.com)) and Christian De Cloet ([christian@gtaamtour.com](mailto:christian@gtaamtour.com)). We thank, in advance, all applicants for their interest in working with The GTA AM Tour.