



Career Opportunity
Member Services Coordinator

LENGTH: Full-time, Exempt Salaried Employee

LOCATION: The Golf Association of Michigan's office – Farmington Hills, Mich.

ABOUT THE GAM: The Golf Association of Michigan, founded in 1919, is the governing body for amateur golf in the state. As a not-for-profit organization, our purpose is to represent, promote, preserve, and serve the best interests of the game.

JOB DESCRIPTION: The selected candidate will work with the Member Services and Course Rating Team toward successful planning and administration of Handicapping core services provided to our member clubs and golfers. Some travel with overnight stays will be required in this position.

JOB DUTIES:

- Provide excellent customer service to GAM members and member clubs.
- Assist in the promotion of GAM core services to individuals and golf courses.
- Assist in the promotion and administration of GAM-provided products and services, including GHIN, Golf Genius, and USGA Admin Portal.
- Assist in background functions of the Course Rating System, including the scheduling, administration, and calculations of Course Ratings.
- Attend public-facing events promoting core services, such as the Michigan Golf Shows.
- Assist with development of marketing strategies and materials related to GAM core services.
- Other duties as assigned by the Executive Director, Director of Member Services, and Director of Course Rating.
- On occasion, assist the Championship Department at GAM qualifiers and championships.

REQUIREMENTS:

- Bachelor's degree or golf-specific associate degree completed, or in progress
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Dependable automotive transportation
- Strong organizational and communication skills

- Demonstrated strong work ethic
- A growth mindset and willingness to learn in a fast-paced environment

HELPFUL SKILLS AND KNOWLEDGE:

- Knowledge of USGA-AGA community and products, such as GHIN
- Knowledge of Golf Genius Tournament Management
- Prior golf experience, is helpful, but not required

BENEFITS:

- Potential bonus based on individual and team performance
- Paid vacation
- Paid holidays
- Travel expenses during GAM-related activities
- Use of company vehicle for business purposes or mileage reimbursement
- Use of company laptop computer and cell phone
- Half-day Fridays during the six months of off-season
- Medical, Dental, Life Insurance, 401K Plan
- Professional training seminars as needed (e.g., USGA Seminars)

Compensation is commensurate with experience and qualifications.

RESUME DEADLINE: Position is open until filled

To apply, please submit cover letter, resume, and references to Drew Yntema, Director of Member Services, via e-mail at dyntema@gam.org

The GAM is committed to creating a diverse work environment. All qualified applicants will receive consideration without regard to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, veteran status, gender identity or sexual orientation.