



Vision: Golf for All

Mission: We Shape Lives by Connecting People to Positive Golf Experiences

Values: Passion | Respect | United | Accountable | Brilliant

With more than 100 years of history and tradition, serving 135,000 members, Golf Ontario is one of the largest golf associations in the world. We strive to align with all golf stakeholders through a connected golf community while encouraging both youth and adults to play more golf, more often.

With our vision of Golf for All, Golf Ontario is committed to creating a diverse and safe environment within our organization and across the sport of golf.

ROLE: **TOURNAMENT OPERATIONS ASSISTANT (2 Positions Available)**

REPORTS TO: Manager, Competitions

DURATION: Winter (January 6, 2026 – April 24, 2026)

The successful candidate may have the opportunity to continue with Golf Ontario as a Summer Intern from May 2026– September 2026, upon the successful completion of the Co-Op Winter Internship.

LOCATION: Office in Uxbridge, ON with travel throughout the province and limited hybrid work potential.

COMPENSATION: \$2,000 Honorarium to be released upon the successful completion of the Winter Co Op Term.

RESPONSIBILITIES:

This co-op position is designed for college/university students interested in learning how to professionally plan, promote, and execute provincial championships. Reporting to the Manager, Competitions, the successful candidate will gain hands-on experience while demonstrating strong communication skills and professionalism in working with athletes, sponsors, and staff. High-quality customer service and teamwork are essential.

Overall Responsibilities include but are not limited to:

- Pre-event planning, packing and preparation
- Deliver high-quality customer service to all partners, participating facilities, volunteers, membership, and golf professionals
- Assist in the build out of the tournament websites using the competitions online platform (Golf Genius)
- Maintain inventory, organize and refurbish tournament equipment
- Assist in the daily operations of the Golf Ontario head office
- Assist with other Golf Ontario functions including: Officials Training Days, Membership Development, Scoring Systems and Media Relations



- Assist in the promotion and communication of the Rules of Golf, and scheduling Rules of Golf seminars

Qualifications and Requirements

- Working towards the completion of a post-secondary education in Sports Management, Professional Golf Management, Business Administration or related discipline, or a combination of education and relevant work experience is required;
- Ability to lift heavy equipment and perform manual labour
- Ability to manage multiple priorities under time restrictions
- Basic knowledge of the game of golf
- Strong writing, communication and public relations skills
- Strong organization and time management skills
- Strong computer skills in Microsoft Outlook, Word & Excel (Office suite)
- Excellent interpersonal skills as well as creative thinking skills.

Benefits

- Food & hotel expenses when required to travel outside the office area
- Transportation to and from events from head office
- Opportunity to network with professionals in the industry
- Rules of Golf training available

Application Details

Golf Ontario thanks all applicants but will contact only those who will be invited for an interview. Qualified/Interested applicants should complete the online application form by November 1, 2025.

[APPLY HERE](#)

Golf Ontario is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation during any stage of the recruitment process, please notify Human Resources at 905-852-1101.