



POSITION Temporary, Part Time, Seasonal Employee

EVENT COORDINATOR -

The perfect fit will be a highly responsible person who loves working outdoors on golf courses, engaging golf tournament participants while creating a fun and safe environment.

RESPONSIBILITIES

First and foremost, the event coordinator will always follow safety protocols. Professional interactions with participants, golf course personnel, and event volunteers are required. Must have excellent Communication and Customer service skills.

DUTIES & ESSENTIAL FUNCTIONS

This is a unique employment opportunity. Role includes collaborating with management and assigned local golf courses, nonprofit charities to coordinate, direct, and manage the needs of clients and golf course personnel while performing the HotShot Air Cannon™ for golf charity golf tournaments and events contracted with JVD Golf, LLC.

- Working closely with the events coordinator and Pro Shop Golf Course, Pro Shop employees the day of events, always representing JVD Golf's professional image.
- Maintain confidentiality of proprietary information; protect company assets.
- Responsible for updating Equipment Inventory Kit supplies (EIK).
- Check the inventory kit Check List to ensure all needed supplies, equipment, and back-up equipment are in working order and sufficient supplies are loaded prior to the event. (See the Inventory Equipment List)
- Schedule/coordinate pick-up and delivery event equipment prior to and after each event.
- It is important to pre-plan the needs for your scheduled event(s) with the event coordinator supervisor and/or manager prior to the event.
- Check with your supervisor and/or manager, in advance, to confirm how many golfers are expected.
- As service requires, assigned duties by JVD Golf, management/supervisor.
- Direct participants in the safest use and angle of the Air Cannon, aiming for closes to pin.
- The coordinator will create an enjoyable and entertaining experience for each shooter.
- Check Event List prior to the day of the event. Verify the location and time with the tournament director of each event confirm with the golf course pro shop.
- Day of the event arrive at the event at least 1-hour before the event tee time, introduction to event personnel. Set-up all equipment and advertising material.
- Access the facility using caution not to share passcodes, carefully securing, locking, setting alarm code to the office and shop when entering and exiting.
- Provide excellent customer service to ALL event participants.

PROFESSIONAL BEHAVIOR EXPECTATIONS - CRITICAL SUCCESS FACTORS

- At NO time will the Event Coordinator and/or the Events Coordinator Supervisor use or exhibit profanity, derogatory, discriminatory, sexual, or explicit statements.
- At NO time will the Event Coordinator be under the influence of drugs, alcohol, or any medication or substances that will impair judgement or job performance while on duty. The Event Coordinator will agree to substances testing (See Handbook). Cigarette and related product usage is prohibited while on duty and in sight of participants.
- Must ensure personal appearance is clean and professional, and dress appropriately.

QUALIFICATIONS

- Highly reliable, time management skills, punctuality is mandatory.
- Must be responsible with strong work ethics.
- Must have a vehicle (preferably a SUV/truck/van) adequate size/space for transporting event equipment to and from events.
- Must be able to lift 50 pounds.
- Must be able to stand for 6 hours outdoors in various weather conditions.
- Must be able to continually lift the HotShot Air Cannon™ for participants the entire time of an event.
- Golf course knowledge and course experience are highly desirable.
- Must have safety first committee.
- Golf course knowledge and experience are highly desirable.
- Responsible with strong work ethics.
- Must have a reliable vehicle (preferably a SUV/truck/van) for transporting event equipment.

DESIRED PERSONALITY TRAITS

- Tenacious Work Ethic
- Service Orientation (Social).
- Excellent Customer Service experience.
- Honest & Ethical core beliefs.
- Superior Organizational Skills.
- Must have a high degree of motivation, initiative, and self-discipline necessary to be successful.
- Highly professional, honest, with an impeccable degree of Integrity.
- Extremely reliable.
- *Ability to complete essential duties as described.

SKILLS & EXPECTATIONS

- Must be able to work independently and in a group/team setting.
- Responds quickly to client and management requests in a friendly manner.
- *Excellent* customer service orientation with focus on customer satisfaction.
- Submit to an employment position related background check.
- Professional and personal references will be verified.
- Agree in writing to a zero-tolerance use of drugs or alcohol, or substances causing performance issue impairments while on-site, interacting with clients, prospective clients, service providers, vendors, golfers, volunteers, golf course employees or at any time when representing the interests and image of JVD Golf & Promotions.
- Agree to attend and participate in safety training online and in person.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- The physical requirements described here are representative of those that must be met to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee will be required to stand for long periods of time, to walk, talk, reach, stoop, and kneel.
- Will be required to lift or move objects up to 50 pounds for loading, set-up, unloading, delivery of equipment to office home base and during the event, and cannon operations.
- Specific vision requirements for this job include distance vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee will, at times, be exposed to wet and/or humid extreme heat conditions, and outside weather conditions.
- The noise level in the work environment is usually moderate to noisy.
- Ability to drive a vehicle to and from all assigned events and safely transport equipment.

PERSONAL ATTRIBUTES

You agree not to engage in any other personal activities while representing all interests of JVD Golf, LLC. You agree not to violate the *employer's expectations* of corporate trust and confidentiality. Any personal or professional information, data, contact information, or technical information collected before, during, and after the tournament event is the sole ownership of the JVD Golf corporation.

HOW TO APPLY

Only those applicants will be considered who submit a completed application found on jvdgolf.com website, completed and emailed to hr@jvdgolf.com

REQUIRED

1. Current Resume
2. Two (2) current *professional* references with name, email address, phone number, company, and title of immediate/past supervisor(s). References and background checks will be conducted and employment is based on verified information.
3. Valid driver's license
4. Social Security ID

SUPPLEMENTAL QUESTIONNAIRE - ALL DOCUMENTS MUST BE SUBMITTED FOR CONSIDERATION.

1. Describe your experience that makes you highly qualified for this position.
2. Explain your customer service experience with clients.
3. Discuss how reliability is your greatest asset?
4. Why do you consider yourself as ethical and having integrity?

****Must submit a separate sheet of paper with your Resume answering the above questions in their entirety.**

Send all the required documents to:hr@jvdgolf.com

Important: If you are selected to move forward in the interview process you will be contacted. JVD Golf, LLC is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture that does not discriminate based on disability, veteran status or any other basis protected under federal, state, or local laws.

This position is a seasonal, temporary, part-time position. Employees who are hired as interim to temporarily supplement the workforce or to assist in the completion of a specific project(s) and limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Go to www.jvdgolf.com/hr for the application. You may submit a fully completed job application in person.

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