



Tournament Operations Assistant

The Alberta Golf Tour (AGT) delivers competitive amateur golf tournaments across Alberta, providing players the opportunity to test their game in professionally run events while being part of a strong golf community. AGT events combine high-calibre organization and competition with an approachable, relaxed atmosphere.

With over 300 players registered on the Tour each season, many golfers compete in multiple events, creating a familiar, travelling league-style atmosphere as the Tour moves from course to course across the province.

The Tournament Operations Assistant supports the day-of execution of Alberta Golf Tour events by assisting with player registration, first tee operations, scoring entry, and general event logistics. This role focuses on event execution and player experience, allowing the Tournament Director to oversee tournament operations and course coordination. The role is highly visible at events and plays an important part in creating a welcoming and enjoyable tournament environment for players.

Responsibilities

- Assist with administering 10–20 golf tournaments throughout the season
- Assist with event setup and teardown at tournament locations
- Welcome golfers at registration and assist with player check-in
- Distribute scorecards and rules sheets to players
- Confidently manage first tee announcements and player send-offs, introducing players and maintaining tee-time pace
- Collect scorecards as groups finish
- Enter scores into the tournament scoring system
- Assist with points and AGT Bucks distributions following events
- Capture photos or short videos during tournaments when possible
- Provide general event support to the Tournament Director
- Other tasks as assigned

Requirements

- Strong communication skills and confidence speaking to groups
- Detail-oriented and comfortable with basic computer and data entry tasks
- Friendly, reliable, and comfortable interacting with golfers in a customer-facing role
- Professional and comfortable working in a fast-paced event environment
- Strong sense of humour and ability to connect with players while helping maintain the relaxed, welcoming atmosphere AGT events are known for
- Interest in golf or familiarity with the game an asset

Position Details

- Part-time seasonal position (May to August)
- Approximately 10–20 tournament days throughout the season
- Travel to golf courses across Alberta and eastern BC is required
- Most events between Calgary and Edmonton, with the exception of 3 multi-day events in the mountains
- Flexible hours on event days including early mornings, evenings, and weekends
- Schedule provided well in advance

Additional Opportunities

For individuals interested in gaining additional experience in the sports event industry, there may be opportunities to work additional hours in areas such as sponsorship outreach, marketing, social media content, or other Tour operations, depending on interest and availability.