



# PGA

## North Florida Section

**Position Title:** Competitions Assistant

### **POSITION SUMMARY:**

This position is responsible for assisting the NFPGA Tournament Director in the setup and operation of all NFPGA Tournaments, including collegiate championships and PGA Tour Qualifiers. This person will take a lead role in the Jr Golf by managing the Jr Tour, PGA Jr League, and Drive Chip and Putt. The individual in this position shall act on behalf of the North Florida Section of the PGA of America (NFPGA) and reports to the Executive Director/CEO and the Tournament Director.

**Organization:** The North Florida Section of the PGA of America was established in 1979, and today is comprised of over 1,500 Golf Professionals working at over 650 facilities within the Section. The mission of the North Florida Section (NFPGA) is the purpose of the PGA of America, to promote the enjoyment and involvement in the game of golf and to contribute to its growth by providing services to golf professionals and the golf industry. NFPGA Offices are located at Reunion Resort, Orlando, Florida and is open Monday through Friday from 8:00 a.m. until 4:30 p.m.

### **RESPONSIBILITIES:**

- NFPGA Section Tournaments
  - Assist in the Pre Event Organization
  - Assist in Course Setup which includes but is not limited to course marking, tee placements, hole locations and event signage
  - Serve as Starter, Scorer, Rules Official and many other duties during the event.
- NFPGA Jr Tour
  - Lead Role in organization and implementation of all Jr Tour Events
  - Communicate with Parents, Participants, Volunteer and Facilities
  - Course Setup; Marking, Tee Placement, Hole Locations and Signage
  - Recruit and Train All Volunteers
  - Serve as Starter, Scorer, Rules Official and many other duties during the event
- Drive Chip and Putt
  - Lead Role in organization and implementation of all DCP Events
  - Communicate with Parents, Participants, Volunteer and Facilities
  - Train and assist in the setup of each DCP Event
  - Communicate with necessary DCP Associations, PGA, USGA, and Augusta National

- Collegiate Championships
  - Assist in the recruitment of Collegiate Championships
  - Recruit a team of Rules Officials
  - Communicate with all necessary parties
  - Course Setup; Marking, Tee Placement, Hole Locations and Signage
- Rules of Golf
  - Maintain a strong understanding of the USGA Rules of Golf
  - Stay up to date on all Rules Changes, Local Rules and other necessary info
  - Assist NFPGA Members with rules questions on the phone
  - Be a leader in the Rules of Golf within the NFPGA
- Other NFPGA Events (Education, Meetings, Celebrations, etc.)
  - Assist the lead NFPGA Staff Member
  - PowerPoint Presentation Setup
  - Assist with necessary paperwork
  - Assist in necessary communication

### **SKILLS, KNOWLEDGE, AND ABILITIES:**

- Skills in planning and organizing.
- Skills in oral and written communications, including skills in interpersonal communications.
- Skills in public speaking and presentations.
- Skills in managing multiple priorities in a multi-functional work environment.
- Skills in operation of a computer.
- Skills in word processing, spreadsheet, website admin and presentation software applications.
- Skills in event management.
- Knowledge of the golf industry and PGA of America activities, programs and governance.
- Broad knowledge of tournament administration.
- Microsoft Word and Excel computer experience and the ability to quickly become literate on PGA Section Management Systems (SMS) and Blue Golf Tournament Management System.
- Knowledge of e-marketing communication modules like Constant Contact, etc.
- Ability to interact, collaborate, and build relationships both internally within departments and externally with Section Association stakeholders.
- Ability to influence with an open and direct communication style and willing to engage in constructive debate.
- Ability to motivate others.
- Ability to make presentations, present information, and respond to questions representing the Section.
- Ability to apply judgment and decision making skills.
- Ability to write reports and standard business correspondence.
- Ability to present self in a professional manner and appearance.
- Ability to maintain confidentiality of sensitive data.

- Ability to work overtime to include some weekends and holidays; moderate travel away from office.
- Ability to be flexible.
- 3+ years' experience in golf tournament organization and administration preferred.

**MANAGERIAL RESPONSIBILITY:**

- Direct supervisory duties with Section interns as necessary.

**FINANCIAL RESPONSIBILITY:**

- Responsible for managing, maintaining and functioning within assigned budgets.

**POSITION/PHYSICAL CONDITIONS:**

- While performing the duties of this job, the employee is: frequently required to stand; walk; sit; use hands to manipulate, handle, or feel and talk or hear. The employee is occasionally required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. This position must be able to travel for extended periods of time in various modes of transportation.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.
- The employee must be able to drive the company vehicle/van and/or drive to and from various locations throughout the Section.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION/EXPERIENCE:**

- Bachelor's degree (B.A. /B.S.) or equivalent Required, preferably in Business Administration, Marketing or related field.
- Golf Administration and tournament operations experience preferred.
- Excellent verbal, written, and presentation skills are required.
- PGA Member or Apprentice or desire to pursue considered a plus but not required for consideration.

**COMPENSATION/BENEFITS:**

- Starting base salary range of \$30,000 - \$32,000, depending on experience and qualifications.

- Bonus structure for accomplishing or exceeding goals.
- Medical, prescription drug, dental, vision insurance after probationary period.
- Paid Vacation, holidays and sick leave.
- Opportunity for advancement / promotion.
- Reunion Resort Privileges.
- PGA Dues and PGA Education.

#### **APPLICATION DETAILS:**

- Deadline for Resumes: Friday March 3, 2017
- Anticipated Start Date: April 2017
- Directions to apply:
  - Please email Cover Letter and Resume to [NFPGA@PGAHQ.COM](mailto:NFPGA@PGAHQ.COM)
  - Cover letter should be addressed to Rich Smith, PGA - - Executive Director/CEO, North Florida PGA
  - Subject of email should be **(Position, Last Name, First Name)**
  - You will receive confirmation your application has been received.
  - You will be contacted with further information by early March.
  - **Important Note:** Employer does not wish to be contacted directly or indirectly on your behalf other than your application as described above until and unless you are notified otherwise following your submission. If you include references with your application on your Resume, we will contact references at our discretion and do not wish to be contacted by them directly.
- The North Florida PGA is an equal opportunity employer.