



The New England Section PGA (NEPGA), located in Boylston, Massachusetts, is one of 41 Sections of the Professional Golfers' Association of America. The PGA of America, formed in 1916, has grown into the world's largest working sports organization with more than 28,000 members and associates. Its mission is to promote enjoyment and involvement in the game of golf and to contribute to the game's growth by providing services to golf professionals and the industry. The New England Section is one of the five founding Sections of the PGA of America and consists of approximately 1,100 PGA Golf Professionals in Central & Eastern Massachusetts, Maine, Vermont, New Hampshire and Rhode Island.

Our team of administrative professionals are excited to announce that a management opportunity is now available. If you are a critical thinker, enjoy a balance of office & in-the-field responsibilities, work well independently and with a team of dedicated professionals, our current opening is likely a position you should consider.

Junior Golf Manager, representing the New England Section PGA, its charitable Foundation PGA REACH New England and its Junior Tour, will report directly to the Executive Director and Foundation Director.

What does the Junior Golf Manager do?

This position shall be responsible for the coordination of strategies, initiatives, programs and implementation of the Section's effort to grow the game of golf. This position will work diligently to develop critical partnerships and relationships to all stakeholders including: Juniors, Parents, Sponsors, PGA Professionals, golf facilities and the Section's charitable foundation, PGA REACH New England.



The primary focus for the Junior Golf Manager is the Tour. Founded in 1995, our Tour established a goal to help develop younger golfers as well as provide outstanding competitions on a local level. In addition, our Tour strives to foster sportsmanship and integrity among its members. The growth of the program has been strong and today our program consists of over 900 junior golfers and a schedule of over 140 junior tournaments per season. The New England PGA Jr Tour is governed by the New England Section and a dedicated group of Committee volunteers.

Areas of Focus and Primary Responsibilities will without question vary from time to time. Within the summer months of the New England golf season, our Junior Golf Manager must be able to multi-task by executing competitions and simultaneously look ahead to the next event or major Championship, attention to detail and efficient communication skills are a must!

Additional duties will include:

- Manage the New England Section Junior Tour
 - Create Tournament Schedule, manage Junior Tour Member Handbook, reconcile Junior Tour Financials, course marking & set up & event administration
- Assist with management of other Junior Tournaments and Competitions allied to the NEPGA
- Support and understand the full scope of national programs which include the Drive, Chip & Putt competition and PGA Junior League
- Cultivate and maintain an effective group of Interns, annually 10-12 college-aged individuals
- Foster and develop working relationships with Junior Tour partners as well as Section partners
- Understand and support the role of the regional manager for PGA Junior League
- Develop working relationships with Allied Junior Golf Tours, Associations, State Golf Associations and High School and College / University coaches
- Establish a working knowledge of the PGA Professional landscape and the facilities they represent, collaborating on pre-event site visits, site requests and competition set up and conclusions
- Effectively promote and communicate to Junior Tour members, as well as the golfing community through various social media platforms the goodwill of junior golf to all New England states via: Web presence, Twitter, Facebook, Instagram, YouTube and more
- Manage assigned budgets, forecast projections and administrative support assuring a fiscally successful junior golf program
- Assist with onsite operations of select Section Major Championships
- Provide administrative support to NEPGA Board of Directors Special Projects
- Provide other miscellaneous office responsibilities, including answering the phones, newsletter communication

Various skills, knowledge and abilities of qualified candidates

- Planning, organizing, preparing, marketing and executing competitions
- Knowledge of the golf industry, PGA of America and the New England Section
- Oral and written communications, including a comfort level of being an ambassador for the New England Section and leader of junior golf
- Managing multiple priorities in a multi-functional work environment
- Ability to effectively communicate with fellow staff, within the office environment and those regionally remote
- Influence, motivate and collaborate with a variety of stakeholders for the business of the New England Section
- Ability to apply judgement and decision-making skills in a professional and respectful manner

- Comfort with non-traditional work times, understanding the balance of evening and weekend duties during peak events and program season.

Candidate Experience, Qualifications and Aptitude

Including but not limited to a combination of the following:

- College degree or equivalent experience with administration, preferable in golf
- General understanding of the sport and business of golf
- Exposure to various tournament management software (BlueGolf, Golf Genius, Event-Man)
- Passion for youth development, supporting programs and tournament administration
- Strong comfort in the digital space both for program promotion and engagement with membership base
- Excellence in communication, verbal / written/ presentation
- Highly motivated individual who willing wants to support others and achieve personally
- Willingness and comfort to travel throughout all New England states



Position Conditions

The physical demands for this position are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. A thorough and detailed overview of physical conditions is available.

Compensation, Benefits and Application Instructions

Deadline for Cover Letter, Resume and Professional References – 10/23/20

Estimated timeline for Hiring Process – Interview process 11/02/20 through 11/20/20

Anticipated Start Date – between 01/15/21 & 02/01/21

Depending on experience and qualifications, Starting Salary Range will be between \$40-45,000

Benefits to include: Individual Medical & Dental

401k with company match, Performance Bonus, Paid Vacation, Personal Time, Holiday, PGA Dues, Reimbursed Travel Expenses, cell phone & computer provided

To be considered, applicants are asked to submit, Cover Letter / Resume / References to
Michael Packard, PGA – Director, PGA REACH New England (mpackard@pgahq.com)