



## NEW ENGLAND

### EMPLOYMENT OPPORTUNITY **NEW ENGLAND PGA TOURNAMENT COORDINATOR**

The New England Section of the PGA of America (NEPGA) is offering one eight-month seasonal Tournament Coordinator job opportunity. The position will run from approximately March 15, 2024-November 15, 2024. Limited flexibility on the start and end dates may be considered for special circumstances.

The New England Section of the 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 27,000 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 founding Sections of the PGA of America, and consists of approximately 1100 golf professionals in Central & Eastern Massachusetts, Maine, Vermont, New Hampshire and Rhode Island.

#### **DUTIES/JOB RESPONSIBILITIES:**

- The NEPGA Tournament Coordinator is required to assist the NEPGA Tournament staff in event management including Professional, Amateur, and Junior events. With satisfactory professional growth, the candidate may be asked to conduct certain smaller events on their own.
- Assist with on-site operations of NEPGA tournaments and assist with course marking when necessary
- Assist with online tournament management through BlueGolf software, and assist with tournament website management and maintenance
- Assist with creation of local rules, hole location sheets, pairings, player rosters, and scorecards
- Assist with the communication to host facilities including correspondence to the golf professional, superintendent, and food & beverage staff
- Organize tournament volunteers for events
- Provide outstanding service to NEPGA Members by answering phones and emails, and through in-person interactions
- Would likely be on-site at golf courses 2-3 days a week, with the remainder of time spent at the NEPGA office (Boylston, MA).
- Aid in all marketing aspects involved with the tournament program
- Perform other duties, including support of all Section departments when needed
- On-course rules officiating, starting, scorekeeping, and monitoring pace of play
- Opportunity for advancement within the position for a 12-month full-time role

#### **EDUCATION, EXPERIENCE & QUALIFICATIONS:**

- Bachelor's Degree from an accredited institution or equivalent is preferred
- Candidates must have a strong desire to make golf administration a career. Membership in the PGA or Associate Program or the desire to enroll in the PGM Program is a plus, but is not required for consideration
- Positive personality and a focus on people and Member relations
- Knowledge of golf tournament operations including playability, golf course set-up, officiating, tournament starting & scoring
- Computer expertise mandatory; proficient in Microsoft applications, email, internet and the BlueGolf System preferred
- Excellent communication skills, including writing and speaking
- Comfortable speaking publicly in front of large audiences
- Possess excellent organizational skills including the ability to manage multiple projects/tasks at the same time

- Must have a reliable means of transportation and be willing to travel extensively throughout New England to and from events
- Must be willing to travel and work extended hours, including some weekends and holidays when the tournament schedule requires it
- Experience in Golf preferred
- General knowledge of the Rules of Golf preferred

#### **POSITION/PHYSICAL CONDITIONS:**

1. 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. The candidate must be able to travel for extended periods of time in various modes of transportation.
2. The employee must occasionally lift and/or move up to 50 pounds.
3. The employee must occasionally walk long distances over varied terrains when marking golf courses.
4. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.
5. While performing the duties of this job, the employee often works outside in varied weather conditions. The noise level in the work environment is usually moderate.
6. The employee must be able to drive the company vehicle/van and 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.

DATES NEEDED                      Approximately March 15-November 15, 2024

COMPENSATION                      \$1000-\$1200 per week  
    Use of company vehicle or mileage reimbursement for all event-related travel  
    Uniform allowance

RÉSUMÉ DEADLINE:      Friday, February 16th, 2024

SEND COVER LETTER AND RÉSUMÉ (EMAIL PREFERRED) TO:

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 New England PGA  
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and

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