



NEW ENGLAND
Vermont Chapter

New England PGA Vermont Chapter Tournament Manager

The New England Section, PGA is one of 41 Sections of the PGA of America, the world's largest working sports organization. The New England PGA is the 7th largest Section in the country, including the states of Maine, New Hampshire, Vermont, Rhode Island as well as the eastern 2/3 of Massachusetts. With over 1,200 PGA Members & Associates working at more than 600 golf facilities across the region, the Section is responsible for managing various programs including employment, education, marketing and member tournaments.

The Vermont Chapter Tournament Manager will be responsible for administering all on-site operations of Vermont Chapter tournaments. It is a part-time, seasonal position under the direction of the New England PGA Director of Tournament Operations. The VT Tournament Manager will work closely with the NEPGA Director of Tournament Operations to ensure proper and consistent delivery of Vermont Chapter tournament programming.

Responsibilities:

- Coordinate with the NEPGA Director of Tournament Operations and administer Vermont Chapter events with host PGA Professional, F&B Manager, volunteers and staff.
- Enforce tournament policies and procedures set forth by the Vermont Chapter
- Serve as on-site rules official
- Manage day-of event production in tournament software BlueGolf
- Print and distribute all tournament paperwork to participants
- Conduct registration and scoring table while ensuring proper Vermont signage is displayed
- Verify tournament results and communicate them to participants in a timely manner
- Write tournament recap articles to be posted on the Vermont Chapter website
- Capture content to be posted on the Chapter and Section's social media accounts
- Serve as on-site contact with tournament partners to ensure vendor satisfaction
- Assist New England Section Tournament Staff when needed
- Other duties as assigned

Experience / Qualifications:

- Enthusiastic individual with superb knowledge of the game of golf and its Rules, excellent organizational skills; extensive computer literacy; tournament software experience preferred (Blue Golf); excellent communication, social media, and interpersonal skills, including writing and speaking; willingness to travel, and strong desire to make golf administration a career. Golf tournament operations experience required. PGA affiliation or PGA association experience and bachelor's degree preferred.

Compensation:

\$10,000 Salary per season

In Season this position requires 8-10 hours per week. (These are weeks where events are conducted).

There are approximately 15 events in the Vermont Chapter Season.

Travel and food costs will be reimbursed; staff uniform and laptop will be provided.

Contact Information

Please send resume & cover letter to NEPGA Director of Tournament Operations, Casey Litwack, crlitwack@pgahq.com (electronic delivery only): **RESUME DEADLINE: Monday, March 3rd, 2025**