



PGA
New England Section



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Maine Chapter

New England PGA Maine Chapter Operations 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 1,000 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 Maine Chapter Operations Manager will be responsible for administering all Maine Chapter tournaments. It is a seasonal position under the direction of the New England PGA Executive Director. The Operations Manager will work closely with the Maine Chapter Board of Directors to ensure proper and consistent delivery of programming with an emphasis on the Chapter tournament program and Junior Golf. The Operations Manager will occasionally be required to assist at New England Section major tournaments including the NEPGA Championship, as well as Section events that fall within the jurisdiction of the Chapter.

The immediate supervisor is the Section Executive Director.

Responsibilities:

- Coordinate and administer New England Section Maine Chapter events with host PGA Professional, F&B Manager, rules officials, volunteers and staff. Monitor collection of on-line entries, produce tee times for tournaments, distribute to membership, prepare tournament expense reports and provide tournament results to the membership on a timely basis
- Implement policies and procedures set forth by the Maine Chapter
- Tournament administration on-site at New England Section Maine Chapter events
- Directly oversee & promote the Maine Junior Tour. Responsible for administration of all Maine Junior Golf tournaments
- Prepare tournament schedule in coordination with Tournament Chair
- Communicate with tournament host facilities and communicate results of completed tournaments on a regular basis
- Prepare yearly budgets for the New England Section Maine Chapter
- Review financial data with PGA of America to ensure accurate Profit & Loss statements, maintain financial data as required by IRS and PGA
- Work with Section & National staff to manage website to ensure delivery of information to ME Chapter members
- Produce & manage event production in tournament software Blue Golf
- Maintain and verify PGA membership classifications and recertification status for members to ensure eligibility for New England Section Maine Chapter events
- Solicit and collect partnership revenue and maintain good working relationship with each partner to ensure their satisfaction
- Provide the District Director a monthly summary of Chapter activity that will comprise the Chapter Report to the Section
- Prepare and present an overview of Chapter activities at the Spring and Fall Maine Chapter meetings
- Work with Maine Chapter Education Committee to provide off-season education opportunities for PGA members
- 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:

Salary Range \$20,000 - \$25,000

Seasonal Employment. The tournament season is April – October. Roughly 30 weeks. In a week that includes tournaments, the hours worked could range from 20 – 40. Weeks with no events the hours worked will range between 5-8 hours.

Contact Information

Please send resume & cover letter to Casey Litwack, rlitwack@pgahq.com (electronic delivery only): **RESUME DEADLINE: March 1, 2022**