



PGA

Southwest Section

JUNIOR PLAYER DEVELOPMENT ASSISTANT

The Organization:

Founded in 1958, the Southwest Section of the PGA of America is a professional organization serving the men and women golf professionals in Arizona and Southern Nevada, who are the recognized experts in growing, teaching and managing the game of golf. The Southwest PGA is responsible for the administration of competitive golf tournaments, junior golf programs and events, educational opportunities, support programs and growth of the game initiatives. With 1306 members and apprentices, the Southwest PGA is the fifth largest of the 41 regional entities or Sections that comprise the PGA of America.

The Position:

The Southwest Section PGA is seeking to fill the internship position of Junior Player Development Assistant. **The position will be a four (4) month assignment (May 14, 2018 – August 31, 2018 – end date flexible for students returning to school).** The employment opportunity is considered a full-time seasonal position with no benefits. Under the supervision of the Manager of Community Programming and Player Development, this position will be responsible for general on-site tournament support as well as programming and operational support of the Southwest PGA's Junior tournaments and events.

Responsibilities:

- Assist full time staff in tracking of online tournament registration and eligibility requirements for the Antigua Junior Prep Tour, Drive Chip and Putt and the Firebirds Junior Golf Development Club.
- Support full time staff in junior tournament operation duties, including, but not limited to, production of tournament pairings, rules sheets, scoresheets, scorecards, and pace of play reports.
- Assist tournament staff with on-site tournament responsibilities, including, but not limited to, operational set-up, golf course set-up and starter/scoring duties.
- Execute regular posting and updating of Southwest PGA Junior tournament news and results to the Southwest PGA junior social media outlets (Instagram, Twitter & Facebook).
- In cooperation with the PGA of America, USGA and Augusta National Golf Club assist with the day-to-day operations of the Section's Drive, Chip & Putt Championship local, sub-regional and regional competitions.
- Assist with the day-to-day coordination of the Southwest Section's PGA Junior League program, including late jersey requests, last minute change of jerseys etc.
- Perform other duties as assigned by supervisor including support of all Southwest PGA departments when needed.



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Qualifications:

- Four (4)-year college degree or currently working toward bachelor's degree.
- Strong moral character and integrity with leadership qualities.
- Superb problem solving skills and the ability to make decisions independently.
- Prepared to work long hours for season's events.
- Strong interpersonal skills with an exceptional ability to communicate effectively and present information to a variety of audiences, particularly young juniors.
- Demonstrated excellent written communications skills focused on quality and clarity of message.
- Knowledge & experience working with BlueGolf tournament software a plus.
- Ability to work in a collaborative manner with fellow administrative staff members in a team atmosphere.
- Proficiency with Microsoft Office suite, online communication technologies and social media trends required.
- Willing to travel extensively throughout Arizona and Southern Nevada required. Valid driver's license and clean driving record required.
- Ability to work with a broad spectrum of groups including parents, juniors, host professionals, host superintendents, volunteers, coaches, and sponsors.
- Flexibility for work schedule including weekends and evenings.
- Highly motivated individual willing to assist others in the ultimate success of the team.

Compensation & Benefits:

- \$600.00 per week.
- Mileage reimbursement for tournament travel.
- Staff apparel provided.
- At the conclusion of the assignment, full-time permanent employment opportunities may be considered for successful candidate.

How to Apply (Deadline is March 30, 2018):

Email resume with cover letter to:

Sean Ferris

Southwest PGA

Director of Community Programming and Player Development

sferris@pgahq.com