



# PGA

## Southwest Section

### **TOURNAMENT OPERATIONS 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 Tournament Operations Assistant. The position will be a five (5) month assignment (May 14, 2018 – October 26, 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 Director of Rules and Competition, this position will be responsible for general on-site tournament support as well as programming and operational support of the Southwest PGA's 40+ tournaments on an annual basis, including the four Southwest PGA major championships – The Southwest PGA Match Play Championship, The Arizona Open Championship, the Southwest PGA Professional Championship (PPC) and the Southwest PGA Championship.

#### **Responsibilities:**

- Assist full time staff in tracking of online tournament and seminar registrations and player's associated eligibility requirements.
- Support full time staff in tournament operation duties, including, but not limited to, production of tournament pairings, handicap research (where applicable), rules sheets, scoresheets, scorecards, and pace of play reports.
- Coordinate with the PGA Professional & superintendent and for arrangements with the host site.
- 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's tournament news and results to the Southwest PGA's social media outlets.
- 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 providing service and assistance to PGA member professionals around the Section in their administration of PGA Junior League.
- Perform other duties as assigned by Director of Rules & Competitions including support of all Southwest PGA departments when needed.



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## TOURNAMENT OPERATIONS ASSISTANT

### Qualifications:

- Four (4)-year college degree or students 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 during the Southwest PGA's tournament season.
- Strong interpersonal skills with an exceptional ability to communicate effectively and present information to a variety of audiences.
- 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.
- Ability to work with a broad spectrum of groups including host professionals, host superintendents, volunteers, amateur golfers, 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.
- At the conclusion of the assignment, full-time permanent employment opportunities may be considered for successful candidate.
- Travel throughout the Southwest PGA's service area is required. Valid driver's license and clean driving record required.

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

Email resume with cover letter to:

Mike Martino  
Southwest PGA  
Director of Rules & Competitions  
[mmartino@pgahq.com](mailto:mmartino@pgahq.com)