



Tri-State Section PGA
Serve our Members / Grow the Game
tristate.pga.com

Andrew Wood
Tournament Director

724-774-2224 (Office)
awood@pgahq.com

993 Brodhead Rd - Suite 204
Moon Twp., PA 15108



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Robert J. Gillespie III , PGA
Player Development Coordinator

24-774-2224 (Office)
gillespie@pgahq.com

993 Brodhead Rd - Suite 204
Moon Twp., PA 15108



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David L. Wright Jr.
Executive Director / CEO

24-774-2224 (Office)
wright@pgahq.com

993 Brodhead Rd - Suite 204
Moon Twp., PA 15108



PGA

Tri-State Section

2020 Tri-State Section PGA Internship Job Description

The PGA of America is the largest working sports organization in the world with over 27,000 members and associates and over 400 staff members throughout the country. As “experts in the game and business of golf,” the purpose of the PGA is to promote the enjoyment of and involvement in the game of golf, and to contribute to its growth by serving millions of people throughout its 41 Sections nationwide.

The Tri-State Section PGA is headquartered in Moon Township, PA and serves more than 200 golf facilities and over 440 professional members and associates throughout Western PA, Western Maryland, and the state of West Virginia. In addition to managing the day to day operations of the Tri-State PGA, the Section operates the Tri-State PGA Junior Golf Tour. The Junior Golf Tour consists of more than 380 juniors who compete in approximately seventeen events during the months of June and July with our largest being the TSPGA Jr. PGA Championship and our Parent / Jr. Championship.

INTERNSHIP DATES:

May 15 – August 15, 2020 (start and finish dates are flexible based on successful applicant’s school schedules)

DESCRIPTION:

The Tri-State Section PGA is seeking 1 qualified individual for its 2020 summer internship program in tournament operations. The successful candidate will be responsible for providing on-site tournament support as well as office assistance to the Executive Director, Tournament Administrator, and Player Development Coordinator.

RESPONSIBILITIES:

- Produce and manage event production in BlueGolf tournament software which includes pairings, scorecards, rule sheets, and host facility collaboration
- On-site tournament operations which includes registration, tee set up, starting, rules officiating, volunteer management, scoring, and awards presentations
- Assistance with player development which includes Drive, Chip & Putt Local and Sub-Regional Qualifiers and the Isaly’s Junior Golf Tour and PGA Junior League
- Manage/update section website
- Provide occasional in-office support of Isaly’s Junior Golf Tour programming
- Other duties as assigned

EXPERIENCE/QUALIFICATIONS:

- Basic knowledge of the game of golf
- Knowledge of the Rules of Golf a plus
- Basic computer knowledge (Microsoft Office, etc.) (Google Suite)
- Ability to work and communicate effectively in a team-based environment
- Excellent written and verbal communication skills
- Well organized, punctual, energetic, detail oriented , and a “self-starter”
- Strong work ethic
- Interest in a career in golf or sports administration is preferred
- Must have a driver’s license with the ability to travel within the area required (Western PA, Western MD, and WV)
- Must be in college or a recent college graduate

PHYSICAL REQUIREMENTS:

- Work early mornings
- Work outside in extreme weather and temperatures and spend much of the day in direct exposure to the sun
- Safely operate a golf cart
- Stand and move around on foot for extended periods of time
- Ability to lift objects up to 50 lbs. (tents, tables, signage, and other tournament equipment)
- Effectively use and operate hand held radios, and iPads

TOURNAMENT SCHEDULE:

The qualified candidate will be required to work Monday-Friday 40 hours per week. When there is not a professional event or a junior event that requires assistance, the intern will be in the office from 8:00 am – 4:30 pm. Hours during tournament days range depending on the type of the event, size of the field, and weather. Additional tasks and hours may be added for those with special requirements for obtaining school credit.

TOURNAMENT TRAVEL:

The qualified candidate is responsible for their own transportation to and from events throughout the summer, with the exception of long-distance travel (2+ hours).

COMPENSATION:

Compensation will be discussed at the time of the interview.

APPLICATION INFORMATION:

Interested applicants should submit a cover letter, resume, and a list of references. Please specify that you are applying for the Tri-State PGA Internship. Applications will be accepted via mail or e-mail. Please submit all materials or questions to:

Robert Gillespie, PGA
Player Development Coordinator
Tri-State Section PGA
993 Brodhead Rd
Suite 204
Moon Twp., PA 15108
(724) 774-2224
rgillespie@pgahq.com

APPLICATION DEADLINE:

February 15, 2020 or until the position is filled

The Tri-State Section PGA is an Equal Opportunity Employer.



PGA Career Services is pleased to notify you about the following employment opportunity based on the information in your CareerLinks profile



**ASSISTANT TOURNAMENT & OPERATIONS
MANAGER**

**TRI-STATE PGA SECTION
Moon Township, PA**

Organization:

The Tri-State PGA is a "Section" of the Professional Golfers Association of America. It was founded in December 1921 and was originally named the Western Pennsylvania Section. When the National PGA decided to break up the original seven sections, the state of West Virginia and the northwest corner of Maryland were added to the boundaries of the Western PA Section. In 1923 the name was changed to the Tri-State Section.

For over 90 years the 290 PGA Members and Apprentices at over 200 facilities in Western PA, Western Maryland and the state of West Virginia have served the golfing community with numerous programs and services designed to enhance their enjoyment of the game of golf!

As the Tri-State Section's mission statement points out the objective of the TSPGA is to establish the Section as a viable, valuable and visible organization within the golfing community.

The Tri-State Section remains committed to the growth of the game of golf within the Tri-State area. Through the ongoing efforts of the Tri-State PGA and in coordination with the entire golf industry, the TSPGA strives to remain at the forefront of efforts to continue to grow the game of golf both today and in the future.



Assistant Tournament Director
Tri-State PGA Moon Township, PA



Position: Assistant Tournament & Operations Manager

Available: February 2020

Reports To: Executive Director

Job Description:

The opening is for an Assistant Tournament & Operations Manager for the Tri-State Section PGA, headquartered in Moon Township, PA.

RESPONSIBILITIES:

- Scheduling and management of Tri-State Section PGA tournaments, including verbal and written communication with host golf facilities concerning all aspects of respective events and programs
- Computer set-up and management of each tournament
- Towing and set up of Section Tournament Operations Vehicle for selected events
- Website maintenance, updates and communication including announcements, pairings, results and promotion of Tri-State PGA programs
- Responsible for chapter, section, and national awards and presentation along with the Section Hall of Fame nomination process.
- Assisting in scheduling and conducting Chapter and Section Education seminars and workshops.
- Travel to respective events and perform on-site operational duties including marking of golf course, set-up of support equipment, and administration of event and oversight of volunteers
- Recruit and schedule on-site volunteers
- Communicate and develop relationships with PGA members, junior golf tour members, parents and other customers of the Tri-State Section PGA
- Create and orchestrate all section communication such as newsletters, website, social media and sponsors.
- Assist Executive Director in accomplishing all goals of the Tri-State PGA
- Perform other duties as assigned by the Executive Director

REQUIREMENTS:

- Customer service oriented individual
- Strong moral character and unquestionable integrity
- Time management skills, with the ability to work on multiple projects simultaneously
- Excellent communication skills both written and verbal
- Creative mindset with attention to detail
- Ability and willingness to travel frequently to meet the requirements of the position
- Positive personality and high-energy individual
- Proficient computer skills including MS Office Suite of products, desktop and web page publishing
- Experience in golf tournament administration and operations
- Excellent knowledge of the USGA Rules of Golf and its decisions
- College Degree and PGA Membership Preferred.
- Work schedule includes frequent weekends and some holidays
- Team player motivated by the success of the organization



Assistant Tournament Director
Tri-State PGA Moon Township, PA



COMPENSATION: The base salary is estimated to be from \$33,000 to \$35,000. Benefits include: Individual Health Insurance, PGA dues paid if member, assistance with PGA Apprenticeship program upon completion of each level (if applicable), paid vacation after one year and access to section owned vehicle.

Position/Physical Conditions:

- Requires an ability to work independently on many projects and in a comparatively structured environment.
- While performing the duties of this job, the employee is regularly required to walk, talk and hear. The employee frequently is required to stand; sit; use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, or crawl.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- While performing the duties of this job, the employee occasionally works in outside weather conditions.

Deadline for Resumes: December 23, 2019

Send Resume and References via email to: David Wright, Executive Director, dwright@pgahq.com

