



Pacific Northwest Golf Association and Washington State Golf Association Employment Opportunity

The Pacific Northwest Golf Association (PNGA) was founded on February 4, 1899. It is a 501(c)3 charitable, international amateur golf association dedicated to preserving the true spirit of the game of golf and promoting activities beneficial to golfers in the Pacific Northwest region of North America.

The Washington State Golf Association (WSGA) was formed in 1922 to conduct the Men's State Amateur Golf Championship. The WSGA has evolved into one of the largest amateur golf association in the United States providing a multitude of benefits and services to more than 68,000 individual members at over 450 member golf clubs throughout the state of Washington and Northern Idaho.

The PNGA and WSGA are both governed by a separate volunteer Board of Directors comprised of men and women from private and public golf clubs, representing every geographic region of each association. The PNGA and WSGA employs and shares a full-time staff of 13, headed by a CEO/Executive Director, with offices located in Federal Way, Washington. Under the direction of the Board of Directors and in conjunction with a number of standing committees, the staff administers the day-to-day affairs of the Associations. The PNGA and WSGA also cooperatively own and operate a golf course, The Home Course, in DuPont, Washington.

POSITION: Championship Operations Assistant

REPORTS TO: Primary Supervisor – PNGA/WSGA CEO and Executive Director
Immediate Supervisor – PNGA/WSGA Senior Director of Rules and Competition
Secondary Supervisor – PNGA/WSGA Assistant Director of Rules and Competition
Secondary Supervisor – PNGA/WSGA Manager of Rules and Competition

FLSA STATUS: Part Time Non-Exempt

OVERVIEW: Under the supervision of the Senior Director of Rules and Competition, Assistant Director of Rules and Competition and the Manager of Rules and Competition, helps administer all PNGA Championships, WSGA Championships, USGA Qualifyings, as well as any other related competitions. Extensive travel and overnight stays required during seasonal employment.

SPECIFIC RESPONSIBILITIES:

1. Assists with the administration of all PNGA and WSGA championships, including pre-event preparation, volunteer recruitment and training, on-site administration, and post event follow-up.
2. Assists with the administration of all appropriate USGA Qualifyings, including pre-qualifier preparation, volunteer recruitment and training, on-site administration, and post event follow-up.
3. Directly works with the Communications Department to help with onsite championship photography, player interviews, and social media content.
4. Performs any and all duties as assigned by the Executive Director, Senior Director of Rules and Competition, Assistant Director of Rules and Competition, and Manager of Rules and Competition.

5. Work Hours: The position will average 40 hours or more per week, at the discretion of the Senior Director of Rules and Competition. Hours will mostly be onsite at PNGA and WSGA Championships and USGA Qualifiers. Expect to put in long hours with extensive overnight travel for some championships and qualifiers. Occasionally, hours may be required in the office.

QUALIFICATIONS AND SKILL SET REQUIRED:

1. Must have at least a two (2) year degree or equivalent related experience.
2. Excellent written and oral communication skills; ability to communicate effectively and project a professional image when giving and taking information in writing, in person and over the phone.
3. Good interpersonal skills with the ability to work effectively with individuals and groups at all organization levels; ability to work independently and as part of a team.
4. Ability to respond effectively to sensitive inquiries or complaints.
5. Ability to take initiative and prioritize tasks; good time-management, organizational, problem-prevention and problem-solving skills.
6. Strong analytical ability with active listening skills.
7. Ability to work accurately with close attention to detail.
8. Ability to manage multiple projects and tasks simultaneously with a willingness to adapt to changing business needs and deadlines.
9. Possess a work ethic that includes neatness and punctuality.
10. Exhibit a professional, business-like appearance and demeanor.
11. Ability to travel to Association championships and special events.

COMPENSATION: This is a seasonal part-time nonexempt position. The pay range is \$15-\$17 per hour based on experience. Not eligible for association medical benefits package. Reimbursement for mileage and travel expenses (hotel and meals). Staff playing privileges at The Home Course.

ADDITIONAL DETAILS: Seasonal position available from April 23, 2018 until October 12, 2018 (25 weeks).

APPLICATION PROCESS:

Please forward cover letter and resume to:
Scotty Crouthamel, Senior Director of Rules and Competition
1010 S. 336th Street, Suite #310, Federal Way, WA 98003
E-Mail: scotty.crouthamel@thepnga.org

No phone calls, please. Interviews for those selected will be conducted at the PNGA/WSGA Offices as soon as practicable. The position will remain open until filled