



JOB POSTING

WASHINGTON GOLF

PACIFIC NORTHWEST GOLF ASSOCIATION

Title: Manager of Rules and Competition

Location: Federal Way, WA

FLSA Status: Exempt

Washington Golf is dedicated to enriching the lives of people in Washington and Northern Idaho through the many social, recreational, and lifetime benefits of the game of golf. Washington Golf has evolved into one of the largest amateur golf associations in the United States providing a multitude of membership benefits and services to more than 72,000 individual members at over 600-member clubs throughout the state of Washington and Northern Idaho. Visit www.wagolf.org for more information.

The Pacific Northwest Golf Association (PNGA) is a 501(c)3 charitable, international amateur golf association. The PNGA is dedicated to preserving the true spirit of golf by supporting our member associations, conducting quality championships and promoting activities beneficial to golfers in the Pacific Northwest. For over 121 years, the Association has been a pioneer in developing competitions and services and its mission has grown and evolved. Today, the PNGA remains committed to being a truly “regional” organization providing benefits and services throughout the Pacific Northwest. Visit www.thepnga.org for more information.

Washington Golf and PNGA 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. Washington Golf and PNGA employs and shares a full-time staff of 15, 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. Washington Golf and the PNGA also cooperatively own and operate a golf course, The Home Course, in DuPont, Washington.

Position Summary:

Under the supervision of the Senior Director of Rules and Competition and with the assistance of the Assistant Director of Rules and Competition, this position would be responsible for administering all WA Golf and PNGA championships, WA Golf Winter Series tournaments, USGA qualifiers, and other related competitions, as well as all WA Golf Rules of Golf programs.

Specific Responsibilities Include:**Tournament Administration**

- Serve as the staff member in charge of assigned WA Golf and PNGA championships and USGA qualifiers. Duties include, but are not limited to, pre-event site visits, golf course setup, local rules, tournament administration, on-site supervision, and post event follow-up.
- Attend other WA Golf and PNGA championships and USGA qualifiers as an additional staff member to assist with on-site administration.
- Administer events using USGA Tournament Management Software (powered by Golf Genius).

Rules of Golf

- Answer Rules of Golf related questions and provide interpretations to WA Golf members and other related organizations.
- Assist with the administration of all WA Golf Rules of Golf Seminars, educational, and outreach programs.
- Assist with the recruitment, training, and administration of Rules of Golf volunteers for the purpose of officiating at WA Golf, PNGA, USGA, and association related events.

Communications

- Assist with the implementation of all PNGA and WA Golf championships and Winter Series related communications outreach programs. Includes working with other regional associations in helping get the word out about association championships in other regions.
- Assist with the compilation and publishing of all WA Golf and PNGA championship schedules and all other association related championship information and promotions.

General

- Manage the WA Golf and PNGA Volunteer Appreciation Program and be responsible for the annual Volunteer Appreciation Day. Other duties include creating all championship and qualifier volunteer schedules, volunteer communication, volunteer training, and volunteer recruitment.
- Manage the administration, maintenance and promotion of all WA Golf and PNGA Player Performance Points Systems and Knuth Points system.
- Perform any and all duties as assigned by the Executive Director and/or Senior Director of Rules and Competition.
- Under the discretion of the Senior Director of Rules and Competition and in accordance with WA Golf and PNGA budgets, attend necessary meetings, education seminars, and other related functions, including: USGA Rules of Golf Workshops, necessary meetings, and other appropriate activities.

Physical Demands:

While performing the duties of this job, particularly at and prior to championships, the employee is frequently required to move, lift, and carry heavy objects, including starters boxes, pop-up tents, tee markers, and flagsticks. The job requires the employee to stand and/or walk for long periods of time while performing duties such as golf course marking and serving as a walking referee.

Personal Competencies:

To perform the job successfully, the Manager of Rules and Competition must demonstrate the following competencies: performs multi-tasks under pressure; adheres to time deadlines; identifies and resolves problems in a timely manner; develops and maintains strong professional relationships with players, rules officials, and golf course management; speaks clearly and persuasively and demonstrates group presentation skills; looks for ways to improve and promote quality and increase productivity; works within approved budgets; develops strategies to help achieve WA Golf/PNGA Rules and Competitions objectives; prioritizes and plans work activities; demonstrates accuracy and thoroughness; and meets productivity and quality standards of the Golf Associations.

Education and Experience:

Bachelor's degree (B.A.) from a four-year college or university, and a minimum of one or more years of relevant work experience in golf tournament administration. Applicants must have strong oral and written communication skills, be organized and able to work accurately with a strong attention to detail, and have strong interpersonal skills. Applicants must be self-directed with a strong work ethic. Proficiency in the Rules of Golf and the ability to maintain a qualifying score on the annual rules examination is preferred.

Computer Skills:

Must have a demonstrated proficiency with Microsoft Office programs (i.e. Word, Excel, PowerPoint, etc.). Proficiency and knowledge of the USGA's Tournament Management program is preferred.

Time and Travel:

The job requires a large amount of travel throughout the Pacific Northwest. It requires the ability to operate a truck and trailer safely, and the employee must have a valid driver's license and provide proof of insurability. The employee must have a vehicle whereby expense reimbursement per mile at IRS approved reimbursement will apply when a company vehicle is not available. The employee will be required to work contiguous days and flexible scheduling is required over a seven-day week. Applicant must be willing to work weekends, early mornings and evenings.

Compensation:

Salary to commensurate with qualification, education and experience. WA Golf and the PNGA offers a complete benefits package including company-paid life insurance, medical, dental, and vision plans, disability insurance, 401K plan, and paid vacation.

Application Process:

Please forward cover letter, resume, and salary expectations to Scotty Crouthamel (scrouthamel@wagolf.org)

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