



# PGA

Northeastern New York Section

**Position Available:** Tournament Director  
**Organization:** PGA of America - Northeastern New York Section, Schenectady, NY  
**Reports To:** Executive Director

**About the Northeastern New York PGA Section:**

The Northeastern New York PGA (NENY PGA) is one of 41 Sections of the Professional Golfers' Association of America is a non-for-profit organization of approximately 150 PGA Members and PGA Associates. The NENY PGA Section encompasses a large area of upstate NY and includes the Adirondacks up to the Canadian border and west to Massena, NY on the St. Lawrence River. Stretching from there down through Oneonta, NY to the Catskill Mountains. Our southern border runs from Kingston, NY and encompasses all of eastern NY and crosses the NY/Massachusetts state line to include Berkshire County of Western Massachusetts. Our home office is located at the Town of Colonie Golf Course in Schenectady, NY in the Capital District Region near Albany, NY.

**Employment Description:**

The Tournament Director will oversee and carry out the NENY PGA Section Tournament Program as proposed by the NENY PGA Section Board of Directors. This includes but is not limited representing the Section in all aspects of Tournament Operations and membership services.

**KEY RESPONSIBILITIES (include but are not limited to the following):**

- Coordinate and conduct all tournament activity of the NENY PGA
- Assist in preparation and management the overall Section Tournament Program budget which will be monitored by the Tournament Director
- Provide detailed participation analysis and forecasting reports
- Create and manage tournament registration/event and event information page setup in BlueGolf
- Manage all tournament administration activities related to registrations, cancellations, pairings, player rosters, score cards, scoring and other event reports as well as administering Player of the Year Points races
- Calculate and distribute purses in the PGA Financial's Purse tool
- Serve as a liaison and work with the Tournament & Junior Golf Committees to evaluate the tournament-related programming, policies and regulations, annual schedules, and all committee meetings
- Secure host sites for events and coordinate with the PGA Professional, golf course superintendent and when needed food and beverage planning and any per diem event staff for all arrangements at host facilities
- Establish course setup, including yardages, tee locations, hole locations, and marking penalty areas
- Enforce Tournament Rules & Regulations, Policies, and Procedures
- Administer and support all on site sponsor needs including pre tournament setup and post event communications
- Explore, create and develop new tournament programs and ideas
- Manage tournament supplies and equipment needs
- Implement the USGA Rules of Golf, serve in rules official capacity at section events and maintain an excellent knowledge of the rules, and communicate with Committees regarding any rules changes
- Along with other staff, nurture relationships and partnerships with media and sponsor representatives
- Other duties as assigned

**QUALIFICATIONS, SKILLS & ABILITIES:**

- Prior experience and skills in Golf Operations, specifically promoting, administering, managing golf tournaments (3 years preferred)
- Knowledge of golf course set up, officiating, and basic agronomy
- Proficient knowledge of the Rules of Golf and PGA/USGA Rules of Golf Workshop attendance preferred and ability to explain rulings clearly
- Strong understanding of the handicapping system for competition purposes
- Excellent interpersonal and communication skills, both oral and written
- Detail oriented with skills in planning, organizing, multi-tasking, and scheduling
- Computer expertise proficient in Microsoft applications, email, internet, social media platforms. Blue Golf Tournament software, and MailChimp experience preferred.
- Basic understanding of accounting and mathematical abilities to develop, manage and monitor project budgets
- Ability to apply judgement and decision making skills
- Willingness to travel and perform on site operational duties for events
- Ability to present oneself in a professional manner and appearance
- Positive personality with a focus on customer service
- Ability to stand for extended periods of time and willingness to travel
- Ability to work in a collaborative manner with fellow section staff in a team atmosphere

**POSITION/PHYSICAL CONDITIONS:**

- While performing the duties of this job, the employee is frequently required to stand, walk; sit, use hands and arms, climb or balance and stoop, kneel, crouch, talk and hear as well as possibly work in adverse weather conditions. This position must be able to travel for extended periods of time in various modes of transportation
- The employee must occasionally lift and/or move up to 50 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to focus
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMPENSATION:**

- Year-round employment
- Compensation commensurate with experience
- Year-end performance bonus
- Section/job-related travel expense reimbursements (mileage, tolls; meals, staff clothing)
- Retirement: Simple IRA plan that will provide matching contribution up to 3% after first year of employment
- Major medical health and dental insurance rider provided
- PGA dues paid and approved section education
- Vacation -personal and sick time
- Cell phone expense paid/provided

**RESUME DEADLINE: 11/30/2020****Resume Submission Send to:**

Tracie Warner,  
Executive Director

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