



CAROLINAS PGA WORKS EMPLOYMENT OPPORTUNITY

PGA REACH Carolinas is a 501(c)3 nonprofit organization and philanthropic entity of the Carolinas PGA Section, the largest of the 41 Sections of the PGA of America. Founded in 1916, the PGA of America is the world's largest working sports organization, comprised of 28,000 men and women golf Professionals who are the recognized experts in teaching and growing the game. The Carolinas PGA Section has been a part of the PGA since 1940 and consists of approximately 2,000 men and women professionals across North & South Carolina that are committed to serving our communities and growing the game of golf.

JOB TITLE: PGA WORKS Assistant

MANAGER'S TITLE: Player Development & Foundation Operations Manger

OPPORTUNITY: PGA REACH Carolinas is offering an opportunity to gain valuable insight into the administrative aspect of the golf business by hiring an individual from a diverse background to work on our team for a 1-year term, in conjunction with the 2017 PGA Championship at Quail Hollow Club. The PGA WORKS Assistant program is intentionally focused on engaging a diverse demographic of participants with consideration to the following protected classes: Gender, Age, Race/Color, National Origin/Ancestry, Sexual Orientation, Disability and Veteran Status- though anyone is welcome to apply. Ultimately, PGA REACH Carolinas desires to establish a network of diverse talent who are prepared to ascend to key employment positions in the game and business of golf.

JOB DESCRIPTION: The primary focus of this position will be to assist the Player Development & Foundation Operations Manager in executing PGA REACH program initiatives in the Youth, Military, and Diversity and Inclusion pillars. Examples include:

- **YOUTH Pillar | PGA Junior League Golf Program** – PGA Junior League Golf is a fun, social and inclusive opportunity for boys and girls ages 13 and under to learn and enjoy the game of golf. Much like other recreational league sports, participants wear numbered jerseys and play on teams with their friends. The kids learn the game among their peers with professional instruction and direction from PGA/LPGA Professionals who serve as team captains. Parents also play an active role, making the program a family activity and creating another generation of players to enjoy the game.
- **MILITARY Pillar | PGA HOPE Program** – PGA HOPE (Helping Our Patriots Everywhere) is the flagship military program of PGA REACH, designed to introduce golf to veterans with disabilities in order to enhance their physical, mental, social and emotional well-being.
- **DIVERSITY & INCLUSION Pillar | PGA WORKS Program** – PGA WORKS Assistant aspires to be the most valuable, short term, entry level work opportunity for individuals from diverse backgrounds to garner experience in all facets of the golf industry.

JOB DUTIES:

- Assisting the Carolinas PGA Section with all aspects of PGA REACH programming including communications, logistics, site and member recruitment, promotions, scheduling, sponsor activation, budgeting, billing, and event execution.
- Assisting the PGA Section marketing and communications team to ensure PGA REACH activities that occur in the PGA Section are documented and reported to national PGA REACH social media and public relations resources as well as PGA Section resources.
- Assisting the fundraising efforts of PGA REACH in the Carolinas PGA Section as needed.
- Assisting the day-to-day operations of the Section's Drive, Chip & Putt Championship local, sub-regional and regional competitions, in cooperation with the PGA of America, USGA and Augusta National Golf Club.
- Assisting the planning, pairings, course setup, onsite management and post event communications for the following events: CPGA Drive, Chip & Putt, CPGA Junior League, CPGA Junior Championship, Charles Tilghman Junior Championship, PGA REACH Carolinas fund raisers and CPGA Section Tournaments, as necessary.

JOB REQUIREMENTS:

- Undergraduate Degree (within the last 12 months)
- Valid Driver's License Required
- Excellent verbal, written, and presentation skills are required
- Excellent computer skills, particularly with Microsoft Word & Excel
- Skills in social media marketing and communications
- Well organized, punctual, and energetic
- Ability to work in a team environment and travel extensively
- Ability to work overtime to include weekends
- Ability to be flexible

POSITION/PHYSICAL CONDITIONS:

- While performing the duties of this job, the employee is: frequently required to stand; walk; sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. 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 adjust 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 employee must be able to drive the company vehicle/van and/or drive to and from various locations throughout the Section.

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.

LOCATION: Headquarters are located in Browns Summit, N.C. The area we serve and travel to includes both North & South Carolina.

START DATE: April, 2017 (will consider candidates graduating in May, 2017)

SALARY: \$25,000 plus benefits to include: medical, prescription drug, dental, vision insurance. The Foundation will cover event/competition related travel expenditures (hotel, meals, etc.) while on assignment. Playing & practice privileges are also available at Bryan Park GC and other area facilities. Housing is available above Section office for a monthly fee.

APPLICATION DEADLINE: March 15, 2017

**SEND COVER LETTER, RÉSUMÉ, APPLICATION,
AND DOCUMENTATION TO:**

Christopher Gaines, PGA
Manager, Player Development & Foundation Operations
Carolinas PGA Section
6271 Bryan Park Road
Browns Summit, NC 27214
cgaines@pgahq.com
336-398-2848

Application Review/Timeline: Applications will be reviewed and finalists will be asked to conduct a phone or video chat interview and possibly an in-person interview. We hope to determine the successful candidate by March 31 and will follow up with all applicants via e-mail as to their status.



PGA WORKS
CANDIDATE APPLICATION



Complete this page as well as additional submissions listed below. Applications must be submitted to the Carolinas PGA Section office designee as one .pdf document. If you have any questions, please contact Chris Gaines, PGA at the Carolinas PGA Section office.

First Name: _____ Last Name: _____

Telephone Number: _____ Email: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Are you legally eligible to work in the U.S.? _____

Do you have reliable transportation? _____

Are you available for the 12 month period of employment? _____

How did you find out about PGA WORKS? _____

ADDITIONAL SUBMISSIONS

The following additional submissions must be submitted along with this application as one .pdf document:

1. Resume or curriculum vitae
2. A copy of your most recent official college transcript showing completion of your degree
3. Three letters of recommendation
4. An essay (500 words or less) including:
 - a. Your reason for pursuing a career in the game and/or business of golf?
 - b. Your background and experiences and how you would help the PGA promote diversity and inclusion?
 - c. Where do you see yourself in the golf industry in 5 years?

I certify that all of the statements in this application and additional submissions are true, accurate, and my own work. I understand that an incomplete application or a false answer will be grounds for dismissal from the application process.

Name: _____

Signature: _____ **Date:** _____

Please submit your application to Christopher Gaines, PGA at the Carolinas PGA Section office by the application deadline.