



# PGA

## Middle Atlantic Section

### **Middle Atlantic PGA Section PGA Employment Opportunity** ***PGA WORKS Fellowship***

**OPPORTUNITY:** The MAPGA Foundation 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.

- The PGA WORKS Fellowship 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, the Middle Atlantic PGA Section desires to establish a network of diverse talent who are prepared to ascend to key employment positions in the game and business of golf.

The MAPGA Foundation is a 501(c)(3) nonprofit organization and philanthropic entity of the Middle Atlantic PGA Section (MAPGA), located in Stafford, Virginia. The MAPGA Foundation exists to improve lives through the community of golf. We are dedicated to impact the game through youth, military and community engagement. The mission of MAPGA is to promote enjoyment and involvement in the game of golf and to contribute to the game's growth by providing services to golf professionals and the industry.

**JOB TITLE:** PGA WORKS Fellow

**MANAGER'S TITLE:** Junior Golf Director

**JOB DESCRIPTION:** The primary focus of this position will be to assist the Junior Golf Director and Player Development Director in executing Foundation program initiatives in the Youth, Military, and Diversity and Inclusion pillars. Examples include:

- YOUTH Pillar | PGA Jr. League – PGA Jr. League (PGAJL) 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. The MAPGA Junior Tour is a large portion of the summer duties for this position.
- DIVERSITY & INCLUSION Pillar | PGA WORKS – PGA WORKS is a workforce diversification strategic initiative designed to evolve the demographic composition of the golf industry workforce and develop a robust pool of talent from diverse backgrounds who are prepared to ascend to key employment positions in the business of golf.

- MILITARY Pillar | PGA HOPE Program – PGA HOPE (*Helping Our Patriots Everywhere*) is the flagship military program of PGA REACH and is designed to introduce golf to veterans with disabilities in order to enhance their physical, mental, social and emotional well-being.

**JOB DUTIES:** PGA WORKS Fellowship duties include but are not limited to:

- Assists in the recruitment for Section facilities to participate in PGA Junior League Golf (Spring).
- Assists in the development, preparation and execution of a Fall PGA Junior League.
- Assists in the execution of the Mini-Mulligans Tour for 7 to 10-year-olds.
- Assists in the preparation and execution of MAPGA Junior Tour events, MAPGA Invitationals, Patriot Series Events, MAPGA Capital Cup, and other Junior Golf Programs.
- Assist in the preparation and execution of Drive, Chip & Putt qualifiers.
- Assist with the monthly creation and editing of MAPGA’s Junior Golf Newsletter distributed to all Juniors.
- Assist with the MAPGA’s Junior Golf social media platform, content creation and engagement.
- Assisting the MAPGA 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 MAPGA 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 Middle Atlantic as needed.
- Support communication and public awareness activities related to PGA REACH Middle Atlantic by attending Section, and Chapter meetings, trade shows, conferences, and other marketing events as well as produce support material for members and facilities.
- Assisting in the PGA REACH Middle Atlantic selection process for Player Development Grants and Junior Golf Scholarships.

#### **JOB DUTIES/RESPONSIBILITIES**

- Skills in planning and organizing.
- Skills in oral and written communications, including skills in interpersonal communications.
- Skills in public speaking and presentations.
- Skills in managing multiple priorities in a multi-functional work environment.
- Skills in operation of a computer.
- Skills in word processing, spreadsheet, and presentation software applications.
- Skills in event management.
- Knowledge of the golf industry and PGA of America.
- Knowledge of golf rules and regulations.
- Ability to influence with an open and direct communication style and willing to engage in constructive debate.
- Ability to motivate others.
- Ability to make presentations, present information, and respond to questions representing the Section.
- Ability to apply judgment and decision-making skills.
- Ability to write reports and standard business correspondence.
- Ability to present self in a professional manner and appearance.
- Ability to maintain confidentiality of sensitive data.
- Ability to work alternate work schedules to include weekends.
- Ability to be flexible.

**POSITION/PHYSICAL CONDITIONS:** 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.

- 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. An employee in 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.

**EDUCATION/EXPERIENCE**

- Undergraduate or Graduate Degree
- Valid Driver’s License Required
- Excellent verbal, written, and presentation skills are required
- Excellent computer skills, particularly with Microsoft Word and Excel
- Golf Administration and tournament operations experience a plus

**COMPENSATION & BENEFITS:**

Semi-monthly pay- equivalent to \$2,000 per month (\$24,000 per year)

FREE HOUSING & UTILITIES

Medical, prescription drug, dental, vision insurance

401K Retirement plan with generous company contribution

Paid Vacation, holidays and sick leave

Life and Disability Insurance

**DEADLINE FOR RESUMES:** February 10 2022

**ANTICIPATED START DATE:** May 2022

**SEND RESUME, COVER LETTER AND APPLICATION TO:**

Jon Guhl

Executive Director

Middle Atlantic PGA Section

[jguhl@pgahq.com](mailto:jguhl@pgahq.com)

View <https://www.pgareach.org/services/diversity-inclusion/> for more information on the PGAWorks program.

Please complete this page as well as additional submissions listed below. Applications must be submitted to the Middle Atlantic PGA Section office as one PDF document. If you have any questions, please contact Jon Guhl at the MAPGA 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 Jon Guhl at the MAPGA office by the application deadline.