



PGA Career Services is pleased to notify you about the following employment opportunity based on the information in your CareerLinks profile



Player Development Coordinator
Western New York PGA
East Amherst, New York

ABOUT THE ORGANIZATION:

The Western New York PGA (WNYPGA) is a member organization made up of 275 PGA Members and Associates serving the needs of golfers in Buffalo, Rochester and Northwest Pennsylvania. The Western NY Section was founded in 1925 and is one of the 41 Sections that make up the PGA of America. The PGA of America, founded in 1916, has grown into the world's largest working sports organization with more than 27,000 Members and Associates. The mission of the Western New York Section, PGA is to establish the Section as a viable, valuable and visible organization in promoting the growth of golf and the advancement of the golfing professional. The Western New York Section shall be the leader in the promotion of golf, a provider of job opportunities for its Members and Associates, a professional force for members to maintain and upgrade their skill level to allow them to compete in today's business world, a leader in teaching and tournament operations, and finally a trainer of future Golf Professionals and other career positions. Geographically, the Western New York Section is bordered to the west and north by lakes Erie and Ontario respectively. The southern border dips about 2 miles into Pennsylvania and includes the cities of Erie, Warren and Bradford. The eastern border is a line that extends along and beyond NYS Route 14. There are approximately 200 golf facilities in the section.

The Western New York PGA also operates a non-profit and charitable foundation called PGA REACH Western NY that focuses on its three founding pillars: youth, Military and diversity/inclusion.

The Western New York Section, PGA of America is recognized by the IRS as a 501 (C) 6 non-profit professional trade organization. PGA REACH WNY is recognized by the IRS as a 501 (C) 3 non-profit charitable organization.

POSITION DESCRIPTION:

The Western New York PGA Section seeks an individual with a "can do", team first attitude, with a willingness to adapt and change year to year with the industry. The Player Development Coordinator shall be responsible for the planning and implementation of all Section and Foundation related growth of the game programs designed to expose, cultivate interest and increase retention in the number of golfers across Western New York. Programs include but are not limited to: Drive, Chip and Putt, WNYPGA Junior and Young Professional Tour, PGA Junior League, PGA HOPE, Smiling Fore Life, Golf in Schools, and numerous other outreach programs. This position will be the direct resource to PGA Members, PGA Facilities, Partners, Volunteers and Allied Associations within our local market for numerous joint initiatives to create a successful life-cycle of golf that will positively impact the value of our WNYPGA Professionals, ultimately strengthening facility golf operations.

KEY AREAS OF RESPONSIBILITY:

1. Research, develop, and execute the agreed plan to meet Section and Foundation objectives regarding initiatives and programs related to Player Development.
2. Manage the preparation and execution of Western NY PGA Section Drive, Chip and Putt Local Qualifier and Sub-Regional Events.
3. Lead and Liaison with WNYPGA Members for education and recruitment for Section facilities to participate in PGA Junior League Golf and Assist Regional Manager to organize leagues and Section Championship.
4. Manage all activities associated with PGA HOPE programs and chapters within the Section to include but not limited to: coordinating with designated and certified PGA instructors, growing the number of PGA Professionals certified to instruct, and manage relationship with Veterans Affairs at local VA hospitals.
5. Assist Junior Golf Director manage the preparation and execution of the WNYPGA Junior Tour.
6. Assist Junior Golf Director manage the preparation and execution of the New Young Professional Tour.
7. Manage all activities associated with Smiling FORE Life programs and chapters within the Section to include but not limited to: coordinating with designated PGA instructors, starting new chapters, and manage relationship with local hospitals.
8. Manage the operational structure of local area golf-in-schools programming related to the WNYPGA Professionals.
9. Assist Employment Consultant with PGA Member recruitment plan.
10. Implement such strategies to follow and meet Section's long term strategic plan, business plan and committee goals as related to the aforementioned player development programs and initiatives involving youth, adults, men, women, diversity, etc.
11. Administer the rental equipment schedule (Inflatables, Birdie Ball, SNAG, etc.) for PGA Members.
12. Administer all Community Outreach/Programming that focuses on Player Development.

MISCELLANEOUS RESPONSIBILITIES:

13. Serve as the staff liaison for related Section Committee(s) to assist with organizing meetings and activities.
14. Prepare Section Player Development reports for Executive Director for reporting to the Board of Directors.
15. Support communication and awareness activities by marketing events and producing support material for WNYPGA Members and facilities.
16. Assist with daily administration of Section Office and related activities.
17. Ensure the Section Website continues to stay up to date with all Player Development activities.
18. Collaborate on special projects as assigned (membership meetings, education seminars, Local Section and National PGA Championships, etc.)
19. Assist with the administrative work associated with New Foundation Growth of the Game Grant.

MANAGERIAL RESPONSIBILITIES:

20. Direct supervisory duties with the Section Interns or Volunteers as necessary.

FINANCIAL RESPONSIBILITIES:

21. Responsible for managing, maintaining and functioning within assigned budgets.

SKILLS:

- "Can Do" attitude with dynamic personality and team first philosophy.
- Willingness to adapt and learn new technologies.
- Ability to apply judgement and decision-making skills.
- Positive personality with a focus on people and Association Member relations.
- Ability to motivate others.
- Ability to interact, collaborate, and build relationships both internally within departments and externally with Association and Section stakeholders.

- Knowledge and utilization of social media platforms.
- Skills in planning and organization.
- Skills in oral and written communications, including skills in interpersonal communications.
- Skills in public speaking and presentations.
- Willingness to be flexible including working overtime and weekends.
- Ability to prioritize and execute tasks conforming to shifting priorities and timelines.
- Ability to maintain composure under pressure.

POSITION/PHYSICAL CONDITIONS:

1. Lifting and carrying equipment up to 50 pounds
2. Stand and walk for extended periods of time
3. Ability to endure long periods of time outdoors in extreme weather
4. Ability to hear and to see both short and long distances
5. Able to operate a golf cart
6. Ability to drive personal vehicle to and from various locations throughout the Section.

EDUCATION AND EXPERIENCE:

Including, but not limited, to the following

1. Bachelor's degree (B.A. or B.S.) in Business Administration, Marketing or related field.
2. Golf Administration and golf industry experience in sales and/or program and tournament operations experience.
3. Ability to teach youth.
4. Functional knowledge of the rules of golf.
5. Recent intern or staff of a PGA Section or Amateur Golf Association preferred.
6. PGA Member or Associate preferred.
7. Functional knowledge of Blue Golf Tournament Software.
8. Computer expertise mandatory: proficient in Microsoft applications, email, internet, social media, PGA Section Management System (SMS), and Blue Golf System (preferred).
9. Basic understanding of developing and monitoring project budgets.

Compensation and Benefits

- Year-round employment
- Hourly pay equivalent to annual salary of \$32,000-\$35,000 – commensurate with qualification and experience
- An employee in this position will be eligible for overtime pay for hours worked over 40 per week
- Year-end performance bonus potential up to \$1,500
- Job related travel expense reimbursements (mileage, tolls, meals and lodging)
- Simple IRA Plan – Up to 3% match by the company after the 1st year of employment
- Medical Insurance – Individual coverage up to 80% of company plan
- Two weeks paid vacation -personal and sick time
- PGA dues paid and approved Section education
- Assigned laptop
- Staff uniforms
- Playing and Practice privileges at Home Site

Application Instructions:

Application Deadline: **February 1, 2019**

Please submit your **cover letter, resume** and **references** in a .pdf format directly to the email address provided on CareerLinks by clicking "yes I will be sending my resume".

Please reference Job #: CK014913

The Player Development Coordinator will report to the Executive Director, Steve Bartkowski
Employer does not wish to receive phone calls.





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