

## Minnesota PGA Job Description

Created (October 2019)  
Last Updated (November 2020)

**Job Title:** On-Site Administrator  
**Department:** Junior Golf  
**Direct Managers Title:** Director of Junior Golf  
**FLSA Classification:** Non-Exempt  
**Location:** Minnesota PGA Office - Coon Rapids, MN



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### ORGANIZATION:

The Minnesota PGA is one of 41 Sections of the Professional Golfers' Association of America. The PGA of America, formed in 1916, has grown into the world's largest working sports organization with more than 27,000 members and apprentices. The mission of the Minnesota PGA is to promote the enjoyment and involvement in the game of golf and to contribute to its growth by providing services to golf professionals and the golf industry. The Minnesota PGA is comprised of approximately 600 PGA Members and apprentices in Minnesota, North Dakota, South Dakota (less areas surrounding cities of Rapid City, Vermillion, and Yankton), and a portion of Western Wisconsin that includes St. Croix County and Superior, Wisconsin. Activities of our organization include competitive golf tournaments and events for our PGA Members as well as amateur golfers, education programs, growth of the game programs, membership communication and association governance.

The Minnesota PGA also operates a non-profit and charitable foundation called PGA REACH Minnesota that focuses on three pillars: youth, military, and inclusion.

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

### THE POSITION:

1. Individual paid event staff throughout 3-month season
2. June 2021 through Mid-August 2021 (Specific dates for each administrator to be determined.)

### JOB SUMMARY:

The Minnesota PGA Junior Golf 'Sota Series will be conducting over 190 events from mid-June to mid-August for juniors ages 7-19 to participate in. The Minnesota PGA Junior Golf 'Sota Series would like to have at least one event staff member on site at each event. Ideal candidates will be located regionally throughout Minnesota, North and South Dakota in proximity to events. Mandatory one-day training will be given on how to conduct tournaments.

### JOB REQUIREMENTS:

1. Knowledge of running a golf tournament
2. Knowledge of the Rules of Golf
3. Ability to manage up to 120 juniors on the golf course
4. Must be reliable, willing to travel and have dependable transportation
5. Must commit to at LEAST 5 events.

### JOB RESPONSIBILITIES:

Conduct the events, which includes: Golf course set-up and preparation, participant registration/check-in, conduct rules meeting, starting event, rules official, monitoring pace of play, posting scores in BlueGolf, presenting awards, taking pictures at the event for social media and sending of tournament results to the Minnesota PGA Junior Golf Office the same day of the event.

### SKILLS, KNOWLEDGE AND ABILITIES:

1. Skills in planning, organizing and scheduling.
2. Skills in oral and written communications, including skills in interpersonal communications.
3. Skills in time management.
4. Skills in organization.
5. Skills in Microsoft Office.

6. Knowledge of Blue Golf tournament management software.
7. Knowledge of the PGA of America, PGA Constitution, membership and apprentice matters.
8. Ability to effectively present information and respond to questions.
9. Ability to apply judgment and decision-making skills.
10. Ability to perform tasks with minimal to no supervision.
11. Ability to pay attention to detail.
12. Ability to apply basic mathematical functions.
13. Ability to handle several tasks at a time.
14. Ability to present oneself in a professional manner and appearance.
15. Ability to stand for extended periods of time (6+ hours per day).
16. Ability to work overtime, including weekends (sometimes up to 15 hours a day).
17. Ability to maintain composure and work under pressure.
18. Ability to organize, prioritize and expedite flow of work.
19. Ability to be flexible.
20. Ability to build effective relationships.
21. Ability to frequently travel within the geographic boundaries of the Minnesota PGA.

**POSITION/PHYSICAL CONDITIONS:**

1. While performing the duties of this job, the employee is regularly required to stand, walk, talk and hear. The employee is frequently required to sit for long periods of time. The use of hands and fingers to handle objects, tools and controls is required. The employee may occasionally be required to reach, climb, balance, stoop, kneel, crouch or crawl.
2. Must be able to occasionally lift and/or move up to 50 pounds.
3. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
4. 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.
5. Must have reliable transportation and a valid driver's license.

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.