



Washington Golf (WA Golf) and Pacific Northwest Golf Association (PNGA)

Championship Operations Assistant

Department: Championships & Golf Operations

Location: Tacoma, Washington

FLSA Status: Part Time, Non-Exempt

Reports To: Senior Director of Championships & Golf and Director of Championships

Compensation: This is a seasonal part-time non-exempt position. The pay range is \$18-\$20 per hour based on experience. Not eligible for association medical benefits package. Reimbursement for mileage and travel expenses (hotel and meals). Staff playing privileges at The Home Course.

Description of Companies under WA Golf:

WA Golf is dedicated to enriching lives through the many benefits of golf by leading, supporting and promoting the sport in our region. As one of the largest amateur golf associations in the United States, WA Golf serves over 103,000 individual members at over than 500-member golf clubs in Washington and Northern Idaho, offering a wide range of membership benefits and services. Learn more at www.wagolf.org.

WA Golf also manages the Pacific Northwest Golf Association (PNGA), a 501(c)(3) charitable international amateur golf association. For over 125 years, the PNGA has been a pioneer in developing competitions and services that preserve the true spirit of golf. Today, it remains committed to supporting member associations, conducting high-quality championships, and promoting initiatives that benefit golfers throughout the Pacific Northwest. Visit www.thepnga.org for more information.

WA Golf and the PNGA operate under separate volunteer Boards of Directors but share a full-time staff of 18, led by a CEO/Executive Director. Headquartered in Tacoma, Washington, the staff manages daily operations under the direction of the Board and various standing committees.

WA Golf and the PNGA jointly own and operate The Home Course in DuPont, Washington. As a wholly owned subsidiary of WA Golf, The Home Course is managed by a General Manager, supported by both full-time and seasonal staff. WA Golf provides strategic oversight and staff support as needed, with the WA Golf CEO overseeing operations on behalf of the organization.

About the Position:

Under the supervision of the Senior Director of Championship & Golf Operations and the Director of Championships, with the assistance of the Assistant Director of Championship, the Championship Operations Assistant will help administer all WA Golf Championships, PNGA Championships, and USGA Qualifiers.

Essential Duties and Responsibilities:

Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Assists with the administration of WA Golf and PPGA championships and USGA Qualifiers as assigned.
 - Prepare the course for tournament play, including marking (out of bounds, penalty areas, ground under repair), selecting hole locations and hole distances, installing hole signage and setting tee markers.
 - Administrative support during play, including volunteer management, pace of play enforcement, Rules of Golf assistance and equipment set-up and tear-down.
 - Post event wrap up, including removal of championship equipment, signage tear-down, equipment inventory and maintenance, and preparing company vehicles for travel.
- Performs any and all duties assigned by the CEO, Senior Director of Championships & Golf Operations, Director of Championships, Assistant Director of Championships, and Manager of Championships.
- Work Hours: The hours for the position will vary weekly depending on the championship schedule and will be at the discretion of the Senior Director of Championships & Golf Operations and the Director of Championships. Hours will mostly be onsite at WA Golf and PPGA Championships and USGA Qualifiers. Long hours with extensive overnight travel for some championships and qualifiers is required.

Position Requirements:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have at least a two (2) year degree or equivalent related experience.
- Experience with golf tournament operations is preferred but not mandatory.
- Some knowledge of the Rules of Golf is preferred but not mandatory.
- Possess strong oral and written communication skills and is detailed oriented.
- Ability to work long hours with a flexible schedule, including nights and weekends as required.
- Ability to listen to others and solves conflicts; integrates diverse viewpoints, ideas, and opinions when working with staff and others.
- Ability to develop and maintain strong professional relationships with staff, competitors, volunteers, club members, and golf course staff.

Physical Demands:

While performing the duties of this job, the employee is regularly required to lift and/or move up to 50 pounds. The employee is regularly required to stand for long periods of time, walk long distances, and operate and drive tournament vehicles (truck and trailer).

Application Process:

Please forward cover letter and resume to:

Nate Schroeder, Senior Director of Championships & Golf Operations
3401 South 19th St, Suite #200
Tacoma, WA 98405

E-Mail: nschroeder@wagolf.org

No phone calls, please. Interviews for those selected will be conducted at the WA Golf/PNGA Offices as soon as practicable. The position will remain open until filled.