



JOB ANNOUNCEMENT

PACIFIC NORTHWEST GOLF ASSOCIATION (PNGA) AND WASHINGTON STATE GOLF ASSOCIATION (WSGA)

ASSISTANT MANAGER OF RULES AND COMPETITON

The **Pacific Northwest Golf Association (PNGA)** was founded on February 4, 1899. It is a 501©3 charitable, international amateur golf association with approximately 210,000 individual members at more than 650 member golf clubs and courses throughout the states of Washington, Oregon, Idaho, and Montana, as well as the provinces of British Columbia and Alberta.

The **Washington State Golf Association (WSGA)** was formed in 1922 to conduct the Men's State Amateur Golf Championship. The WSGA has evolved into one of the largest amateur golf associations in the United States providing a multitude of benefits and services to more than 70,000 individual members at over 260 member golf clubs and courses throughout the state of Washington and Northern Idaho.

The PNGA and WSGA are both governed by a separate volunteer Boards of Directors comprised of men and women, from private and public golf clubs, representing every geographic region of each association. The PNGA and WSGA employ a common, full-time staff of 12, headed by a CEO/Executive Director, with offices located in Federal Way, Washington. Under the direction of the Board of Directors and in conjunction with a number of standing committees, the staff administers the day-to-day affairs of the Association. The PNGA and WSGA also cooperatively own and operate a golf course, The Home Course, in DuPont, Washington, which served as the Assisting Course to Chambers Bay for the 2010 U.S Amateur Championship.

POSITION: PNGA/WSGA Assistant Manager of Rules and Competition

AVAILABLE: Immediately

LOCATION: PNGA and WSGA Offices (Federal Way, Wash.)

REPORTS TO: PNGA/WSGA Senior Director of Rules and Competition and PNGA/WSGA Manager of Rules and Competition.

GENERAL JOB DESCRIPTION: Under the supervision of the Senior Director of Rules and Competition, Manager of Rules and Competition, and with the assistance of the Administrative Assistant of Rules and Competition, administers all PNGA and WSGA championships, WSGA Winter Series tournaments, USGA qualifying, and other related competitions, as well as all PNGA and WSGA Rules of Golf programs.

GENERAL RESPONSIBILITIES:

- Assist in administering PNGA & WSGA championships; USGA national championship qualifiers
- Assists in administering WSGA Winter Series tournaments
- Assists in administering all additional PNGA & WSGA championship related events
- Coordinates championship volunteer recruitment, communications and training
- Compiles and distributes championship related media releases
- Monitors, updates, and promotes the WSGA Player Performance Points lists
- Assists in conducting the PNGA Championship Committee Meeting (fall each year) and WSGA Championship Committee Meetings (fall and spring each year); including annual Pacific Northwest and Washington State Player of the Year nominees and recipients
- Assists with all PNGA and WSGA Rules of Golf education initiatives and programs

Physical Labor: Due to the nature of conducting championships, physical labor, including lifting and carrying objects weighing approximately 50 pounds, setting up tents, marking golf courses, and driving the PNGA Championship Truck and Traveling Office (trailer), is required.

Office Hours: Generally 8:00 a.m. to 4:30 p.m. Monday-Friday, but due to the nature of conducting Association championships and events, hours vary depending on the time of the year; must be willing to work early morning hours and weekends while conducting championships and events.

REQUIREMENTS:

Education and Experience – Bachelor’s degree preferred and previous experience in golf administration

Knowledge and abilities – Knowledge of championship events and the USGA Rules of Golf, USGA GHIN Handicap System, and Tournament Pairings Program (TPP) is strongly preferred.

Computer Skills – Use of Microsoft Word and Excel is required; use of Microsoft Access, PowerPoint and GHIN’s Tournament Pairings Program (TPP) is preferred.

Other – Must have strong public relations, interpersonal, and organizational skills, must be a self-starter and be able to work independently. Must display a strong attention to detail, and have the ability and willingness to work a flexible schedule to include many nights and weekends.

COMPENSATION: Salary - \$38,000 - \$40,000, commensurate with qualification, education and experience. The PNGA/WSGA offers a complete benefits package including company-paid medical and dental plans; life insurance; disability insurance; SEP/IRA plan; reimbursement for travel expenses, and paid vacation.

APPLICATION PROCESS:

Please forward cover letter, resume, and salary expectations to:

Scotty Crouthamel

PNGA/WSGA Senior Director of Rules and Competition

1010 S. 336th Street, Suite #310

Federal Way, WA 98003

E-mail: scotty.crouthamel@thepnga.org

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