



PGA

South Florida Section



Children's Healthcare Charity

SOUTH FLORIDA PGA SECTION, PGA WORKS FELLOWSHIP AND CHILDREN'S HEALTHCARE CHARITY (THE HONDA CLASSIC) EMPLOYMENT OPPORTUNITIES

The South Florida PGA Foundation and Children's Healthcare Charity (The Honda Classic) are offering employment opportunities in all facets of the golf industry with a focus on foundation programming.

Opportunity 1: South Florida PGA Foundation is offering an opportunity to individuals from diverse backgrounds to gain valuable insight into the administrative aspect of the golf business for a 9-month term (*9 months will be spent with the South Florida PGA and 3 months will be spent with The Honda Classic*).

- 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 PGA WORKS Fellowship desires to establish a network of diverse talent who are prepare to ascend to key employment positions in the game and business of golf.

The South Florida PGA Foundation is a not-for-profit organization founded to support the South Florida community, with a focus on junior golf, education and scholarships, and charitable gifting. The South Florida PGA Foundation falls under the direction of the South Florida PGA, a not-for-profit organization comprised of over 1,850 men and women PGA Professionals serving as the experts in business and the game of golf.

In 2004 the South Florida PGA Foundation began operations as a 501(c)3 non-profit organization founded to support the South Florida community. Since its inception, the Foundation has experienced extreme growth through the support of countless PGA Professionals, facilities, and numerous corporations. Over the past fourteen years the Foundation has impacted the lives of more than 12,000 individuals residing in South Florida, through various programming included but not limited to junior golf, charitable gifting, and scholarships.

Opportunity 2: Following the 9-month South Florida PGA Foundation PGA WORKS opportunity, the Children's Healthcare Charity (The Honda Classic) is offering an opportunity to gain valuable insight into the administrative aspect of the golf business for a 3-month term (3 months will be spend with The Honda Classic)

The Honda Classic is produced by IMG Golf North America. A division of WME | IMG, IMG Golf exemplifies the wide range of experience and influence the company has in the sport. The Honda Classic is tied into the Children's Healthcare Charity who through primary beneficiary Nicklaus Children's Health Care Foundation, supports activities that advance and enhance the diagnosis, treatment and prevention of childhood diseases and disorders.



JOB TITLE: PGA WORKS Fellowship

MANAGER'S TITLE: Junior Golf Director (South Florida PGA) / Tournament Director (The Honda Classic)

JOB DESCRIPTION/DUTIES – South Florida PGA:

The primary focus of this position will be to assist South Florida PGA Foundation activities, including but not limited to, junior golf programming. Examples include:

- Assist with junior golf programming including all South Florida PGA Team Golf events, PGA Junior League activities, Drive, Chip and Putt Qualifiers, and the South Florida PGA Junior Prep, Challenge and Championship Tours
 - This would include the day-to-day operations of all junior golf programs, along with the onsite execution of the events
 - Assist in the planning, pairings, course marking, onsite administration, and pre and post event communications
- Assist with additional Foundation programming including but not limited to PGA HOPE, Smiling Fore Life and Habitat for Humanity
 - Assist with all communications for Foundation programming
 - Provide onsite support when needed
 - Assist with the tracking of all PGA Professionals who assist with Foundation programs

JOB DESCRIPTION/DUTIES – The Honda Classic:

- Assist in the following areas:
 - Provide support to the tournament staff in the development of grass roots advertising and promotions to impact the Honda Classic's brand awareness and increase individual and corporate ticket sales
 - Provide extensive support to staff for all tournament special events.
 - Assist in the coordination and execution of all Family Day events
 - Communicate with the PGA Tour Child Care group to implement a successful player child care program
 - Provide support to Military Appreciation programs
 - Assist with sponsorship activation leading up to and during tournament time.
 - Provide creative and technical support for the ideation, design, production and distribution of assets for the tournament's advertising campaign
 - Inventory and support the activation of promotional initiatives for the tournament
 - Assist with the development and deployment of onsite signage and branding
 - Monitor and update tournament website content, collaborate and assist with social media promotions and content postings



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- Prepare all deposits, post cash receipts, open mail and record checks in check log
- Handle the processing of daily credit card entries in AP and AR accounting for Birdies for Children
- Assist with volunteer mailings
- Receive and process all volunteer applications
- Data entry into an access based database

JOB REQUIREMENTS:

- Enjoy working with children and young adults ages 6-18
- Undergraduate Degree (within the last 12 months)
- Knowledge of the golf industry, PGA of America and the PGA Tour
- Shows an interest in developing a career in golf
- Valid Driver's License Required
- Excellent verbal, written, and presentation skills are required
- Excellent computer skills, particularly with Microsoft Word & Excel
- Skills in social media marketing and communications
- Well organized, punctual, and energetic
- Ability to work in a team environment and travel extensively
- Ability to work overtime to include weekends
- Ability to be flexible
- Ability to influence with an open and direct communication style and willing to engage in constructive debate
- Ability to motivate others
- 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
- Interest in a career in golf or sports administration preferred

POSITION/PHYSICAL CONDITIONS:

- 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. 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.



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- 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.

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.

LOCATIONS:

South Florida PGA Office:
186 Atlantis Blvd
Atlantis, FL 33462

The Honda Classic Office:
3300 PGA Boulevard #800
Palm Beach Gardens, FL 33410

START DATE: April 15th

SALARY:

Opportunity 1 – South Florida PGA: Approximately \$16,500 including benefits and event/competition related travel expenditures (hotel, meals, etc.) while on assignment.

Opportunity 2 – The Honda Classic: Approximately \$5,500 including benefits and event/competition related travel expenditures while on assignment.

APPLICATION DEADLINE: March 30th

SEND COVER LETTER, PERSONAL STATEMENT, RÉSUMÉ, APPLICATION, AND DOCUMENTATION TO:

Meredith Schuler
Assistant Executive Director
South Florida PGA
186 Atlantis Blvd.
Atlantis, FL 33462
mschuler@pgahq.com (email application is preferred)

**Please note, the personal statement should be no longer than 1 typed.*