



Professional Disc Golf Association

Wildwood Park, 3828 Dogwood Lane

Appling GA 30802-3004

Tel: (706) 261-6342 Email: office@pdga.com

Web: www.pdga.com www.pdgatour.com www.pdgastore.com

PDGA Employment Opportunity

Position Title: International Disc Golf Center Superintendent

Responsible to: PDGA Executive Director

Background:

The Professional Disc Golf Association (PDGA) is a player-run international not-for-profit organization based in Columbia County, Georgia, USA. The PDGA, with 17,000+ active members and hundreds of volunteers, is the international governing body for the sport of disc golf, and sanctions competitive events for men and women of every skill level from novice to professional. Permanent disc golf courses are found in countries worldwide, as well as throughout the United States. For more background, visit <http://www.pdga.com>.

Position Summary:

The Professional Disc Golf Association seeks a highly organized and customer service oriented individual to serve as superintendent of the PDGA International Disc Golf Center. The successful candidate will be a strong team player whose excellent interpersonal and multi-tasking skills will ensure the successful management and maintenance of the IDGC.

Detailed Job Description:

- Work with parks staff, PDGA casual labor, course designers, volunteers and contractors to oversee the development of the disc golf courses at the IDGC.
- Work with the course designers, PDGA ED, volunteers, and hired contractors, to improve amenities on the courses, including anchors, baskets, tee pads, tee signs, sponsors recognition signage, other course signage, footbridges, and other beautification and projects.
- Work with volunteers and PDGA casual labor to perform course maintenance which includes but not limited to mowing grass, fallen and live tree removal, pin placement changes, tee area improvements, and trash removal.
- Develop presentations to and opportunities for businesses to sponsor the IDGC
- Develop publicity and marketing plans for the IDGC.
- Develop and oversee programs at the IDGC including instruction, summer camps, leagues, and tournaments.
- Organize clinics, instruction, and education of the sport in the local community
- Manage international, national, regional and local events for the IDGC.
- Assist outside TD's with hosting events at the IDGC
- Management of the IDGC Pro Shop including ordering, inventory, stocking, development of PDGA/IDGC merchandise and sales
- Provide hospitality to IDGC site visitors
- Assistance to PDGA staff members during peak seasons as necessary
- Other tasks as assigned by the Executive Director

Desired Qualifications:

- Passion for the sport of disc golf
- 2+ years job experience in a sports management or customer service related field
- Degree in Parks and Recreation Management or similar field is an asset
- Exceptional customer service skills
- Fluency in Microsoft Excel and Word
- Landscaping experience
- Light Carpentry / Construction
- Disc Golf Course development experience
- Disc Golf Course equipment installation
- Experience using power equipment (chainsaw, trimmer, tractor, mower)
- Excellent writing skills
- Experience in retail sales and management
- Knowledge of disc golf, the PDGA, its membership and tournament/tour structure
- Non-profit sector experience is an asset
- Patience and endurance to handle repetitive work and cyclical busy times
- Detail oriented, self-motivated, flexible, able to deliver results on time, and innovative
- Experience in directing PDGA sanctioned disc golf events
- Experience w/ OSHA requirements

Compensation:

- Starting salary of \$28,000 per annum commensurate with experience and qualifications.
- Health Insurance plan
- Simple IRA w/ matching funds
- Successful candidate will be expected to reside in the area of Columbia County, GA.
- Successful candidate will be required to work flexible hours and weekends
- Some expenses-paid travel may be required

Projected Start Date: February 2013

Application Deadline: November 25, 2012

Application Process: Please send a resume and a cover letter, specifically supporting your interest in and suitability for this position, via e-mail to:

Brian Graham
PDGA Executive Director
bgraham@pdga.com