



# Professional Disc Golf Association

International Disc Golf Center  
Wildwood Park  
3828 Dogwood Lane  
Appling GA USA 30802-3004

**Tel:** (706) 261-6342 **Email:** [apply@pdga.com](mailto:apply@pdga.com)  
**Web:** [www.pdga.com](http://www.pdga.com)

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**Position Title:** International Disc Golf Center (IDGC) Assistant

**Responsible to:** IDGC Manager

**Background:** The Professional Disc Golf Association (PDGA), a nonprofit membership organization dedicated to the promotion and sustainable growth of disc golf, sanctioned over 4,000 competitive tournaments worldwide in 2018. Headquartered in Appling, Georgia, USA, it serves as the International governing body for the sport of disc golf with over 44,000 active members and thousands of volunteers worldwide. For more information, visit [www.pdga.com](http://www.pdga.com).

### Position Summary:

The Professional Disc Golf Association seeks a self-motivated and energetic individual to serve as IDGC Assistant. This position will be responsible for assisting in the maintenance and management of the IDGC which features a modern clubhouse with 2,700 sq. ft. of amenities and attractions that include the Ed Headrick Memorial Museum, the Disc Golf Hall of Fame, a full-service pro shop, and staff offices. The IDGC is surrounded by three championship caliber disc golf courses, practice putting areas, the Roddick Tournament Pavilion, and a spacious back deck. A successful candidate will be a hard-working professional who is proficient in landscaping, basic facility maintenance, and is just as comfortable working outdoors as they are providing customer service to members/visitors in the office or Pro Shop. The ability to multitask and work in a dynamic team environment is essential.

### Position responsibilities:

- Care, maintenance, and upgrades of the IDGC facility, surrounding grounds, and courses; includes minor facility/course repairs, mowing/edging, tree trimming, cleaning, and other related tasks
- Assist with IDGC Pro Shop operations, including sales, customer service, ordering, inventory, stocking, and the development of sales merchandise
- Assist in developing and presenting partnership opportunities to potential sponsors
- Assist in the development of publicity and marketing of the IDGC; includes updating IDGC social media platforms
- Develop and oversee programs at the IDGC such as disc golf instruction, summer camps, leagues, tournaments, and various related programs as assigned by the IDGC Manager
- Provide support to outside TD's who host events at the IDGC
- Provide hospitality to IDGC site visitors
- Other tasks as assigned by the IDGC Manager and Executive Director

### Essential Qualifications:

- 2+ years job experience in landscaping/grounds keeping, facility maintenance, construction, event/sports management, retail service, or other related fields
- Proficient in the use of powered tools and landscaping equipment (tractor, chainsaw, trimmer, mower, etc.)
- Exceptional customer service skills
- Basic proficiency in using email, web browsers, Microsoft Office products (Word, Outlook, Excel and PowerPoint)
- Patience and endurance to handle repetitive and laborious work as well as cyclical busy times
- Detail oriented, self-motivated, flexible, and able to deliver results on time

### Desired Qualifications:

- Passion for the sport of disc golf
- Disc golf course design, development, and installation experience

- Experience in directing PDGA sanctioned disc golf events
- Experience with OSHA requirements
- Administrative proficiency
- Public speaking experience
- Professional experience working with a sports-related organization; non-profit is an asset
- Fund raising experience

**Other requirements:**

- Successful candidate is expected to reside within a daily commuting distance of Appling, GA
- Successful candidate will be required to work flexible hours and weekends
- Some expenses-paid travel may be required
- Must have a valid Driver License and personal transportation (lack of mass transit to the IDGC)

**Compensation:**

- A full-time, salaried position starting at \$27,000/yr commensurate with experience and qualifications
- Paid health insurance plan (medical, dental, and vision)
- Simple IRA/401(k) plan with matching contribution rate
- Relocation stipend available

**Application Deadline:** January 2, 2019

**Projected Start Date:** February 18, 2019

**Application Process:** Please send a resume and a cover letter, specifically supporting your interest in, and suitability for, this position via e-mail to: [apply@pdga.com](mailto:apply@pdga.com).