



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
Web: www.pdga.com

Position Title: Events Assistant (Contractor)

Responsible to: Director of Operations

Background: The Professional Disc Golf Association (PDGA) is a player-run international not-for-profit organization. There are 10 staff members based at the International headquarters in Appling, Georgia, USA and four additional staff members who work remotely. The PDGA, with over 44,000 active members and hundreds of volunteers, is the 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 Events Assistant. The successful candidate will be a strong team player whose excellent organizational, planning and project management skills will ensure the success of PDGA-branded events, including but not limited to PDGA Majors, National Tour and Worlds events.

Position responsibilities:

- Represent the PDGA on-site at preselected PDGA branded events such as, but not limited to, Majors and National Tour (NT) events; expense-paid travel is required
- Work closely with tournament directors to ensure top quality events and proper PDGA representation
- Manage all on-site PDGA Assets and PDGA trailer
- Assist with managing volunteers and/or tournament staff to support media coverage duties and related tasks
- Serve as competition Marshal at PDGA branded events as required
- Ensure the effective delivery of all PDGA branded events working in partnership with the host clubs and local organizing committees
- Work with Events Manager to coordinate and schedule the delivery of PDGA Tour Trailer to PDGA-branded events
- Coordinate PDGA's Clinics with Tournament Directors and Clinic Players at PDGA branded events
- Develop and deliver public relations materials to sites of PDGA branded events
- Organize and continue to improve tour-related documentation for tournament directors as well as players competing in PDGA sanctioned events
- Represent the PDGA at events that increase the exposure and awareness of the PDGA and disc golf
- Assist with the development, solicitation, encouragement, and selection of PDGA event bid packages
- With the Director of Operations and the Tour Manager, continue the development and definition of the organization's top events, including PDGA branded events
- Coordinate the assignment to and reporting of PDGA support staff at the organization's top events
- Duties as assigned by the Executive Director and Director of Operations

Qualifications:

- Passion for the sport of disc golf
- 2+ years formal education or job experience in a related field; non-profit sector experience is an asset
- Thorough knowledge of disc golf, the PDGA, its membership, recording and reporting features, rules and competition guidelines, and tournament/tour structure
- Experience in organizing and/or managing disc golf events

- Fluent in using email, web browsers, Microsoft Office products such as Word, Outlook, Excel and PowerPoint
- High level of verbal and written communication skills; public speaking experience
- Endurance to handle demanding physical activity in setting up event assets
- Excellent organizational, time management, leadership and project management skills
- Patience and endurance to handle repetitive work, cyclical busy times, and high-pressure situations
- Ability to develop professional relationships in all aspects of the position that result in stable, consistent, reliable, and courteous communications when dealing with other organizations
- Ability to problem solve and work independently in a changing and multi-tasking environment
- Ability to inspire, influence and coordinate the efforts of other members in support of events
- Exceptional customer service skills; ability to tactfully communicate and work with PDGA Staff, members, volunteers, external customers/partners, and spectators
- Detail oriented, self-motivated, flexible, and able to deliver results on time

Other requirements:

- Position is open to both local and remote employees
- Successful candidate will be required to work flexible hours and weekends
- Expenses-paid travel is required (significant travel during peak season from Apr-Oct)
- Must have a valid Driver License; ability to drive pickup trucks and safely tow and maneuver attached trailers

Compensation:

- A part-time, contracted position starting at USD \$2,000/month
- Reimbursement of approved and receipted expenses
- PDGA issued equipment provided to perform duties

Application Deadline: January 2, 2019

Projected Start Date: February 18, 2019

Contract Term: February 18, 2019 – December 31, 2019; option to renew

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.