



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: Youth and Education Coordinator

Responsible to: Executive Director

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.

Position Summary:

The Professional Disc Golf Association seeks a highly organized, customer service-oriented professional for the position of Youth and Education Coordinator. This individual will serve as the PDGA's primary point of contact and voice for youth-and-education-related disc golf programs and initiatives and will provide a centralized resource for those seeking to grow disc golf within these areas.

Position responsibilities:

- Develop, oversee, and manage the PDGA's Youth and Education Program.
- Establish and implement short- and long-range goals, objectives, policies and protocols.
- Keep abreast of emerging trends, issues and strategies in the global education arena and attend industry-related trade shows and conferences.
- Serve as the PDGA's expert and primary contact for youth and education.
- Establish professional relationships and connections with youth and education administrators, leaders, and organizations.
- Develop and present proposals to solicit support for incorporating disc golf into youth and education programs
- Oversee and support the PDGA's Education Committee.
- Provide support and advice to individuals and groups pursuing disc-golf-related activities within youth and education.
- Work with Marketing & Media team to create and manage a central repository of industry best practices, programs, and resources and to make them available to our membership and public.
- Provide content ideas to promote the PDGA's Youth and Education Program via the PDGA's website, social media accounts, and various communication platforms.
- Duties as assigned by the Executive Director.

Essential Qualifications:

- 4+ years formal education or job experience in a related field; non-profit sector experience is an asset
- Proficient 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
- Excellent organizational, time management, leadership and project management skills
- 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 and individuals
- Ability to problem solve and work independently in a changing and multi-tasking environment
- Exceptional customer service skills; ability to tactfully communicate and work with PDGA Staff, members, volunteers, external customers/partners, and spectators
- Professional image in personal appearance, manner, and demeanor

- Detail oriented, self-motivated, flexible, and able to deliver results on time

Desired Qualifications:

- Passion and experience playing, teaching, organizing disc golf
- B.S. in Physical Education, Coaching Education, Kinesiology or related fields
- Professional certification in related fields
- Experience communicating and presenting to senior management/administrators in Youth and Education fields
- Experience working with teachers/administrators/programs in K-12 schools
- Previous experience coaching, mentoring or counseling youth
- Curriculum development experience
- Grant writing experience
- Research experience

Other requirements:

- Position is open to both local and remote candidates.
- Successful candidate will be required to work flexible hours and weekends occasionally.
- Moderate expense-paid travel is required.
- Background check required.

Compensation:

- A full-time, salaried position starting at USD \$35,000/year commensurate with experience and qualifications
- Paid employee health, dental, and vision insurance
- Simple IRA/401(k) plan with matching contribution rate
- Paid vacation and sick leave; paid holidays
- Paid continuing education opportunities
- Relocation stipend available
- PDGA issued equipment provided to perform duties

Application Deadline: January 2, 2019

Projected Start Date: Feb 18, 2019

Contract Term: Full-time salaried position

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.