



## Western Pennsylvania Golf Association Employment Opportunity – Director of Competitions

Reports to Executive Director

### **Overview**

The Western Pennsylvania Golf Association was founded in 1899 to advance the interests and spirit of the game of golf and to encourage a spirit of harmony and cooperation among golf clubs and other related associations. Started by members from five clubs, the association now has 200 member clubs and nearly 37,000 individual members. Primary activities include the administration of the World Handicap System™, educational programs for members and club employees, the sharing of information and the conduct of championships. We also administer the WPGA Foundation and WPGA Scholarship Fund to provide tuition assistance to employees of WPGA Member Clubs.

**Job description:** The Director of Competitions will direct the WPGA championship program and serve as the Official-in-Charge at WPGA competitions. This position is full-time.

**Qualifications:** Three years of employment with an Allied Golf Association in a competitions department is preferred. Required skills include, but are not limited to, leadership of volunteers, strong written, verbal, and public relations skills, and event planning. A college/university degree or an equivalent is required along with strong communication and interpersonal skills, knowledge of and passion for the game of golf, and the ability to engage with the golf community.

### **Duties and Responsibilities**

- Serve as the primary liaison to the Championship, Green, and Junior Committees
- Direct the Association's championship program, including site selection and scheduling, volunteer scheduling, site preparations, and host site communications
- Assist the Executive Director in the conduct of USGA Qualifying Rounds
- Assist in the administration and conduct of Women's Golf Association of Western Pennsylvania competitions
- Assist in the administration and conduct of Erie District Golf Association competitions

- Scheduling of sites and dates of Association activities
- Monitor player performance Honor Rolls and team competitions
- Manage lightning detection equipment, training, and inclement weather procedures
- Assist in training intern(s) and volunteers as needed
- Review and update the official's manuals and related materials as needed
- Develop, schedule, and teach Rules of Golf and officiating seminars
- Assist with competitions for which WPGA assistance is sought such as college and junior tournaments, deciding on the merits of said requests
- Develop a team atmosphere among staff for efficiency, cross training, and communications
- Develop long range planning recommendations for implementation to the Championship and/or Executive Committees
- Other duties as assigned

Applicant must be a self-motivated individual with a strong work ethic and must be able to work unsupervised. Previous speaking experience, including making presentations to groups of all sizes is preferred. Applicants must also be willing to travel and work long hours, which may include overnight or weekend travel during the golf season.

**Location:** WPGA, 930 North Lincoln AVE, Pittsburgh, PA 15233

**Compensation and Employment:** Compensation is commensurate with qualifications, experience, and the size of the Association; standard expense account for transportation, food, lodging and related expenses; health, dental, life, disability, and optical insurance; retirement program; travel to applicable professional meetings.

**Application Deadline:** Open until filled.

**Apply:** Please forward a cover letter and resume by mail or email to:

Terry Teasdale, Executive Director  
 Western Pennsylvania Golf Association  
 930 N Lincoln AVE, STE 1  
 Pittsburgh, PA 15233  
 Email: [tteasdale@wpga.org](mailto:tteasdale@wpga.org)

The Western Pennsylvania Golf Association is an Equal Opportunity Employer. The successful candidate will be subject to a background check upon extension of job offer.