



**Job Title:** Player Development Manager (PDM)  
**Modified Date:** January 18, 2021  
**Status:** Exempt  
**Reports to:** Executive Director (ED)  
**Works with:** Staff, Sponsors, Volunteers, Golf Courses (Managers, Pros, Superintendents)  
**Start Date:** March 2021  
**Resume Deadline:** Until Position is filled  
**Application:** Interested candidates should apply at <https://jobs.pga.org/detail/a0G4Q00000wIG90UAE>

### POSITION SUMMARY:

The North Florida PGA seeks an individual with a “can-do” attitude to be a key member of the Section’s diverse professional team. The Player Development Manager is expected to be self-motivated, have strong interpersonal skills, and broad knowledge of Drive Chip & Putt and PGA Junior League. The Player Development Manager is empowered to work independently on projects from start to finish and work under pressure and handle a wide variety of activities. Individuals from all backgrounds are encouraged to apply. The ideal candidate is a recent intern at a PGA Section, First Tee Chapter, or Amateur Golf Association. PGA Professional or Associate are preferred if they have player development management experience.

### WHAT YOU CAN EXPECT:

- Maintain a working knowledge of all programs, services, policies, and procedures
- Maintain proficiency with event management software (Golf Genius)
- Oversee the day to day operations of Section’s player development program that include but are not limited to Drive, Chip & Putt, PGA Junior League, and Doubles Golf
- Recruit and manage volunteers
- Managing special projects
- Working with Player Development Committee

### WHAT YOU BRING TO THE NORTH FLORIDA PGA:

- ✓ “Can-Do” attitude with a dynamic personality
- ✓ Team player with strong organizational, planning, and communication (both verbal/written) skills
- ✓ Willingness to be flexible
- ✓ Ability to prioritize and execute tasks conforming to shifting priorities and timelines
- ✓ Strong computer skills, especially Google Suites (Gmail, Docs, Sheets, Slides, Forms) and web-savvy
- ✓ Functional knowledge of Golf Genius tournament management software
- ✓ Willingness to adapt and learn new technologies
- ✓ Ability to work weekends and overnight travel

### YOUR EDUCATION AND EXPERIENCE:

- ✓ Associate or higher degree
- ✓ PGA Member or Associate Preferred
- ✓ Youth development
- ✓ Recent intern of a PGA Section, First Tee Chapter, or Amateur Golf Association strongly considered
- ✓ Ability to interact with youth, parents, and coaches
- ✓ Excellent verbal, written, and presentation skills are required

**PHYSICAL REQUIREMENTS:**

The physical demands described here represent those that must be met by an intern to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ✓ Lifting and carrying equipment up to 50 pounds
- ✓ Stand and walk for extended periods
- ✓ Ability to endure long periods outdoors in extreme weather
- ✓ Ability to hear and to see both short and long distances
- ✓ Able to operate a golf cart and drive a vehicle with a utility trailer in tow

**WHAT WE PROVIDE:**

The compensation/benefits package includes:

- ✓ Monthly salary based on experience
- ✓ Health, Dental, Vision Insurance
- ✓ Access to Section vehicle for Section travel
- ✓ Mobile phone stipend
- ✓ Travel expenses when traveling on behalf of the organization

**ABOUT NORTH FLORIDA PGA**

The North Florida Section of The PGA (NFPGA) is one of 41 Sections of the PGA of America. Formed in 1979, the North Florida PGA is the 4th largest of the 41 geographic Sections that make up the PGA of America. Approximately 1,250 PGA Members and 189 Apprentices strive to promote the enjoyment and growth of the game of golf in the North Florida region. With its executive offices at Reunion Resort in Orlando, the NFPGA is dedicated to serving its members and growing the game. North Florida PGA Professionals are the experts in the business of golf. They are responsible for conducting various golf-related functions, including general management, golf instruction, tournament operations, golf shop merchandising, junior golf programs, golf club repair, and much more.