

Vermont Golf Association

Member Services Position- Full Time Seasonal



Term: April 2017 through October 2017, possible part time Nov.-March

Location: Rutland, Vermont

Description: The Vermont Golf Association, seeks a qualified, highly motivated person for the 2017 golf season. The position is targeted toward a recent college graduate or former P.J. Boatwright Intern interested in the pursuit of a career in the golf industry.

Responsibilities: Some of the various roles the position would be responsible for include event management, marketing, and communications. Tournament duties range from management of on-line registration, learning Tournament Management software, course marking/setup, scoring, preparing scorecards, reports, volunteer assignments and scoreboards. Other duties include assisting Executive Director, Administrator and VGA Directors in day to day golf association duties, answering questions and inquiries from member clubs and member golfers, assisting in course rating, handicapping, communications with clubs, golfers, other associations and media.

Compensation: Commensurate with experience, approximately \$600 per week, VGA uniform apparel is provided. Given the travel required to clubs and courses throughout Vermont, a substantial amount of in-state travel is required. Mileage and expense reimbursement is available.

Requirements:

- Proficiency in Microsoft Office Programs.
- Outstanding verbal, written, and interpersonal skills.
- High level of self-motivation and commitment to teamwork.
- Desire to work in a fast-paced, task oriented atmosphere with flexible work schedule.
- Reliability, punctuality, flexibility and accountability are a must.
- Well-mannered with a positive and productive attitude
- Reliable transportation.
- Interest and knowledge in the game of golf.

**PLEASE SUBMIT ALL MATERIALS VIA E-MAIL (COVER LETTER, RESUME, AND REFERENCES) NO LATER THAN
March 21, 2017 TO:**

Dave Pfannenstein, PGA
Executive Director
Vermont Golf Association
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802-353-5640