



Wisconsin Section PGA Employment Opportunity

PGA WORKS Fellowship

OPPORTUNITY: PGA REACH Wisconsin and the WPGA Junior Foundation is offering an opportunity to gain valuable insight into the administrative aspect of the golf business by hiring an individual from a diverse background to work on our team for up to an **8-month term**. The overall goal is to make sure the Fellow is well-versed in aspects of the golf administration – heavily focused on tournament operations from May – September and transitioning into administrative work thereafter. Given the nature of the golf business, there would be a focus on working with our staff to prepare you for the next career placement after the active season ends. The length of the Fellowship will be discussed in greater detail during the interview process. Below, you will learn more about career placement of our former PGA WORKS Fellows.

- The PGA WORKS Fellowship is intentionally focused on engaging a diverse demographic of participants with consideration to the following protected classes: Gender, Age, Race/Color, National Origin/Ancestry, Sexual Orientation, Disability and Veteran Status- though anyone is welcome to apply.
- Through the PGA WORKS Fellowship, PGA REACH Wisconsin and the WPGA Junior Foundation ultimately desire to establish a network of historically underrepresented talent who are prepared to ascend to key employment positions in the game and business of golf.
- The Wisconsin PGA has hired 5 PGA WORKS Fellows dating back to 2019. All 5 Fellows have successfully landed careers in the sports industry prior to their fellowship end date. Our former Fellows now work for Major League Baseball, other PGA Sections (IL and PA), the Milwaukee Bucks, and a golf-specific fundraising platform called Member For A Day.

The WPGA Section Office is the regional center of PGA of America activity. There are 41 PGA Section offices located across the United States. PGA Section staff work hard every day to serve 30,000 PGA Members and grow the game. There is no better way to learn about all facets of the golf industry and golf administration than to spend time working in a PGA Section office. Wisconsin boasts over 600 members spanning from the upper peninsula of Michigan and nearly the entire state of Wisconsin.

JOB TITLE: PGA WORKS Fellow

MANAGER'S TITLE: Executive Director, Wisconsin PGA & Director of Player Development, Wisconsin PGA

JOB DESCRIPTION: The primary focus of this position will be to assist the PGA REACH Wisconsin/WPGA Junior Foundation's staff in executing programs under its three pillars: Youth, Military, and Diversity & Inclusion. A secondary focus of this position will be to assist the Director of Player Development and the Director of Junior Golf at various junior golf tournaments and Drive, Chip & Putt qualifiers. There will also be opportunities to work WPGA Section tournaments throughout the season.



Program examples include:

- YOUTH–
 - PGA Junior League (PGAJL) is a fun, social and inclusive opportunity for boys and girls ages 17 and under to learn and enjoy the game of golf. Much like other recreational league sports, participants wear numbered jerseys and play on teams with their friends. They learn the game among their peers with professional instruction and direction from PGA/LPGA Professionals who serve as team captains. Parents also play an active role, making the program a family activity and creating another generation of players to enjoy the game. This year, close to 1300 junior golfers participated across the WPGA.
 - WPGA Junior Foundation – Founded in 1999, our mission is to promote the game of golf by providing positive opportunities, enjoyment, and education to Wisconsin junior golfers and their families. We accomplish this through our tournament series and player development programs whereby allowing us to provide scholarships and grants to deserving participants. The WPGA Junior Foundation conducted over 150 tournaments for players ages 7-21 with a membership of over 1400 juniors. In 2024, we awarded over \$85,000 in scholarships for junior golfers as well.
- MILITARY – PGA HOPE (*Helping Our Patriots Everywhere*) is the flagship military program of PGA REACH and is designed to introduce golf to veterans with disabilities to enhance their physical, mental, social and emotional well-being. We currently have PGA HOPE programs in over 15 locations and serve close to 400 veterans. We also administer PGA HOPE playing opportunities and events for program graduates.
- DIVERSITY & INCLUSION –PGA WORKS is a strategic workforce diversification initiative designed to inspire and engage talent from underrepresented backgrounds to pursue key employment positions across the golf industry.

JOB DUTIES: PGA WORKS Fellowship duties include but are not limited to:

- Assist WPGA Junior Foundation with marketing, communications and PR including website updates, social media, creative marketing, and email communications.
- Assist with PGA HOPE programming and operations including: communications with PGA Professionals and military services centers, tracking and reporting, veteran volunteer program, PGA National Day of HOPE campaign, working with the Section's PGA HOPE Ambassador, and marketing/PR.
- Assist with Drive, Chip & Putt programming and operations including marketing/PR, event setup, execution, and management.
- Assist with the recruitment of PGA Members for and promotion of PGA Junior League. Assist in the administration and execution of the Section Championship.
- Assisting the WPGA Junior Foundation with all aspects of programming including communications, member recruitment, promotions, scheduling and event execution.
- Assist with all WPGA Junior Foundation fundraisers throughout the year including marketing, managing aspects of the online auction, auction website creation, email communication, organizing the distribution of auction items, and assisting with tournament preparation.
- Assist with event preparation, management, promotion and execution of various WPGA Junior Foundation tournaments in the spring, summer, and fall
- Assist with event preparation and execution of various WPGA Section events such as the State Open and Women's State Open



- Assisting the staff to ensure WPGA Junior Foundation activities are documented and reported to national PGA REACH social media and public relations resources.
- Assist with event preparation, management, promotion, committee support, communications

JOB REQUIREMENTS

- Undergraduate/Graduate degree completed in May 2024 or later; or currently pursuing a Graduate degree
- Valid Driver's License Required along with reliable vehicle for transportation to and from events
- Excellent verbal, written, and presentation skills are required
- Excellent computer skills, particularly with Google Suite
- Skills in social media marketing and communications
- Well organized, punctual & energetic
- Ability to work well in both a team environment as well as independently
- Ability to work weekends
- Ability to be flexible

POSITION/PHYSICAL CONDITIONS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, walk and sit. The employee is occasionally required to reach with hands and arms to use equipment; climb or balance and stoop, kneel, crouch, or crawl. An example would include setting up an outdoor registration tent at a junior event.
- An employee in this position must be able to travel for extended periods of time in various modes of transportation.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.
- While performing the physical duties of this job, the employee occasionally works in outside weather conditions including both excessive hot or cold temperatures. The noise level in the work environment is usually moderate.
- The employee must have his or her own reliable vehicle as a mode of transportation to and from various locations throughout the Section.

COMPENSATION & BENEFITS: Hourly pay- equivalent to approximately \$3000 per month. The WPGA will provide an assigned laptop, staff uniforms, and will cover event/competition-related travel expenditures such as mileage, meals, hotels, etc. while on assignment. Company policy on sick days, PTO and holiday pay will be discussed during interview process.

DEADLINE FOR RESUMES: March 2, 2025 – position could potentially be filled prior to the deadline

ANTICIPATED START DATE: May 15, 2025/Negotiable



SEND COVER LETTER, RESUME AND APPLICATION found on the next page in a single PDF format via email ONLY:

Joe Stadler, PGA

jstadler@pgahq.com

Executive Director

Wisconsin PGA

11350 W. Theodore Trecker Way

West Allis, WI 53214

PGA WORKS CANDIDATE APPLICATION

Complete this page as well as additional submissions listed below. Applications must be submitted to the Wisconsin PGA as one pdf document. If you have any questions, please contact Joe Stadler (jstadler@paghq.com) Erika Pirkl (epirkl@pgahq.com).

First Name: _____ **Last Name:** _____

Telephone Number: _____ Email: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Are you legally eligible to work in the U.S.? _____ Do you have reliable transportation? _____

How did you find out about PGA WORKS? _____

ADDITIONAL SUBMISSIONS

The following additional submissions must be submitted along with this application as one pdf document:

1. Cover letter and Resume
2. A copy of your most recent official college transcript showing completion of your degree
3. Two letters of recommendation
4. An essay (500 words or less) including:
 - a. Your reason for pursuing a career in the game and/or business of golf?
 - b. Your background and experiences and how you would help the PGA promote diversity and inclusion?

I certify that the statements in this application and additional submissions are true, accurate, and my own work. I understand that an incomplete application or a false answer will be grounds for dismissal from the application process.

Name: _____ **Signature:** _____ **Date:** _____