

The Best Players Need the Best People.

This position will report to the Senior Manager, Tournament Services and manage the tournament's volunteer program, as well as assist with hospitality and special events.

Qualifications

- Bachelor's degree, preferably in Sports Administration, Business Administration, Marketing or Communications.
- Minimum two to three years prior office management experience (required).
- Prior exposure to golf tournaments or sports event planning/operations (preferred).
- Microsoft Office (Word, Excel, PowerPoint, Outlook) proficiency (required)

Responsibilities

- Support Senior Manager, Tournament Services in oversight of Tournament Services Intern
- Manage volunteer program, consisting of 1,600+ individuals
- Serve as a liaison with tournament staff, PGA TOUR staff and vendors for volunteer related areas
- Oversee registration process including application design and recruitment
- Lead communication with leadership and general volunteers including year-round meetings and volunteer newsletter

- Organize volunteer apparel program including uniform ordering, inventory and distribution
- Responsible for volunteer training program including scheduling and material development
- Oversee Volunteer Hospitality including food & beverage and venue design
- Develop innovative ideas for volunteer program
- Coordinate volunteer related creative projects with Tournament Marketing
- Assist Senior Manager, Tournament Services with the financial processes for volunteer areas, including budget management, purchase orders and expense allocation
- Support tournament hospitality program, in conjunction with the Tournament Services and Operations team, set-up, maintenance and break-down
- Assist with tournament-related events for pre-tournament, tournament week and post-tournament, including Pro-Am, Am-Am, Honorary Observers, Volunteer & Charitable Events, as well as any other special functions developed by the tournament team, internal PGA TOUR staff or sponsors
- Travel to and support other Championship Management tournaments to assist with pro-am, housing, transportation, hospitality, special events, honorary observer program, etc.

- Special projects as assigned