



## **Western Pennsylvania Golf Association Employment Opportunity – Director of Member Services**

Reports to Executive Director

**Job description:** The Director of Member Services will direct Association member and handicap services. This position requires frequent travel to WPGA Member Clubs. This position is full-time.

### **Requirements:**

- Handicap administration and vendor knowledge
- Knowledge and application of the World Handicap System (WHS)
- Previous golf administration background preferred
- Certification in the Rules of Golf preferred
- Written, verbal and public relations skills
- Understanding of staff/volunteer relations
- Computer skills, including hardware maintenance

### **Duties and Responsibilities:**

- Serve as primary liaison to Handicap and Course Rating Review Committees
- Direct Member Services Programs
- Manage WPGA Membership Programs
- Manage WPGA Hardware Program
- Conduct WPGA member tournaments
- Manage WHS requirements for Club Authorization and Club Assessment
- Manage Course Rating Program
- Manage handicap publications and communications
- Communicate with handicap computation vendor on day-to-day matters, both with Member Clubs and the USGA
- Serve Member Clubs as needed – visit all at least once every three years
- Communicate with Member Club Handicap Chairs, committees, and club staffs
- Train staff members as needed
- Other duties as assigned



Applicants 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.

**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:** This position will remain 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

The successful candidate will be subject to a background check upon extension of job offer.

### **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 over 200 member clubs and over 32,000 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 Scholarship Fund to provide tuition assistance to employees of our Member Clubs.