



TOURNAMENT MANAGER/COORDINATOR

Posted by the Girls Golf of America, a 501(c)3 non-profit foundation

September 4, 2025

ABOUT THE PKBGT & GIRLS GOLF OF AMERICA FOUNDATION:

Girls Golf of America Inc is a 501(c)3 not for profit foundation with a mission to actively sustain the growth of girl's golf by providing a nationwide progression-based competition pathway for girls to develop, compete and be recognized. Founded in 2007, the Peggy Kirk Bell Girls Golf Tour host events across the East Coast and has active members from over 36 states and Canada. In our history, more than 2,000 alumni have advanced to the collegiate and/or professional ranks. We aim for a positive environment to grow and sustain girl golfers through skill/yardage appropriate, quality competitions. The PKBGT offers a year-round tournament schedule featuring over 140 one, two- and three-day events for players of various skill levels, including the LPGA*USGA Girls Golf Championship and the NB3/PKBGT Girls National Championship on the Golf Channel.

JOB SUMMARY

- To support the national and regional tournament competitions team to organize, prepare and operate nationally ranked competitive and developmental junior golf tournaments operated by the PKBGT
- Reports to Associate Tour Director Kevin Hamski

KEY AREA OF RESPONSIBILITY

- Creating and nurturing relationships with players, families, courses, and sponsors to cultivate the tour's mission
- Prepare and maintain tour infrastructure to ensure a consistent, quality tournament experience at each event
- Maintain high standard of product while staying within a set budget
- Work with PKBGT partners to increase engagement by our membership and grow participation

QUALIFICATIONS

- Ability to successfully manage multiple projects simultaneously within established deadlines and a strong attention to detail
- Ability to interact and communicate with adults and children in a professional manner
- Passion & desire to develop a non-profit golf foundation, especially girls' golf development
- Strong knowledge of golf and familiarity with golf competitions, understanding of the Rules of Golf
- A Bachelor's degree or higher, a valid driver's license, and a strong desire to make golf administration a career
- Previous experience with a junior tour, PGA Section, or a state/regional golf association in event management
- Experience playing competitive golf and/or directing events is a plus
- Experience using tournament management software (preferably Shotstat)
- Physical stamina to work extended periods both indoors and outdoors in cold and hot climates
- Ability to lift 25 pounds
- Proficient with Microsoft Excel & Word and Google Suite, additional experience with Wordpress, Facebook, Instagram, Twitter, HTML, Photoshop, and/or Canva are a plus

TERMS OF EMPLOYMENT

- This is a full-time exempt position, starting as soon as possible, and open until filled
- The position is based out of Girls Golf of America offices in Greensboro, North Carolina
- Requires travel on both weekdays/weekends/holidays for events, including up to 3 weekends a month in peak season
- Salary range is \$33,000 – \$38,000, based on experience, with bonus potential
- Benefits include:
 - GGA paid \$250 monthly contribution into an [QSEHRA health benefit plan](#) after 3 months of employment
 - Monthly cell phone stipend
 - Paid vacations & holidays (when not in conflict with PKBGT tournaments)
 - Golf privileges at partner facilities
 - Staff clothing and accessories provided, including GGA-issued laptop
 - All travel, use of company vehicle, meals and lodging expenses covered for business-related travel
 - Opportunities to work remotely when necessary

SUBMISSION OF RESUME

- Inquires must be made to Mike Parker at mparker@pkbgt.org, Subject: PKBGT Tournament Manager Resume Submission