



**Minnesota PGA Junior Golf
Employment Bulletin
2025 On-Site Administrator**



Position: **On-Site Administrator**
Minnesota PGA Junior Golf 'Sota Series
Positions available for events throughout Minnesota,
Wisconsin, & the Dakotas

The Minnesota PGA Junior Golf 'Sota Series will be conducting over 200 events from June 9 to mid-August for juniors ages 19 and younger to participate. Throughout the 2025 season, more than 2,300 juniors will be participating in our summer program. The Minnesota PGA Junior Golf 'Sota Series would like to have a minimum of ONE (1) On-Site Administrator at each event. Ideal candidates will be located in various cities throughout the Minnesota PGA Section.

AVAILABLE: The Minnesota PGA Junior Golf 'Sota Series season begins June 9 and runs through mid-August. (Specific dates for each administrator will be assigned in mid-April. On-site administrator will have the ability to choose which events they are scheduled to work)

REQUIREMENTS: Knowledge of running a golf tournament and the Rules of Golf.
Ability to work with others to manage up to 120 juniors on the golf course.
Must be reliable, willing to travel various distances, and have dependable transportation.
Commit to AT LEAST EIGHT (8) events throughout the summer.

RESPONSIBILITIES: Conduct the event from start to finish, which includes:
Golf Course set up and preparation, participant registration, conduct rules meeting prior to tee off, starting event, rules official throughout the round, monitoring pace of play, posting scores, presenting awards, communicating with Junior Golf Staff via email/text

BENEFITS: Minnesota PGA Junior Golf 'Sota Series golf shirts
All materials needed to run events
Per diem paid out for each event worked (based on mileage traveled)
For events that are administered, \$72.00 - \$200.00 per event.

CONTACT: **Megan Welch**
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RESUME DEADLINE: Friday, February 28, 2025, or until position is filled