



Professional Golfers' Association of New Zealand (Inc)

PGA Education Coordinator

JOB DESCRIPTION

The Professional Golfers Association of New Zealand is growing their education team, and is looking to appoint an education coordinator to support the ever growing PGA trainee programme, the PGA member professional development programme and the PGA coach live project.

OVERVIEW:

The Education coordinator (EC) will be responsible for the efficient maintenance and support of key aspects of the PGA education programmes. This includes supporting the maintenance and enhancing the PGA Coach Live syllabus, including delivery of workshops, marking and assessments.

The Education coordinator will work closely with the General Manager and the Coach and Game Development Manager to assist in the achievement of the PGA Education and PGA Coach Live Strategies.

The Education coordinator will support the PGA and training member through:

Efficient running and ongoing development of the PGA Trainee Programme, the development of the PGA Professional Development Programme and the education of the PGA Coach members. This includes supporting the maintenance and enhancing the syllabus in the PGA of NZ trainee programme, promoting and delivering the Professional Development Programme syllabus to PGA members as part of their ongoing professional development. The EC will also contribute to the overall strategic objectives of the PGA of New Zealand and in particular those aimed at the education of members.

PGA member engagement in the world class education programme currently in place with PGA Coach Live.

- Support the development of all aspects of the PGA Trainee Programme.
- Support the development of all aspects of the PGA Professional Development Programme
- Support the development of all aspects of the PGA Coach Live Programme
- Promote the benefits of golf careers to appropriate candidates, and maintain an adequate intake of new PGA trainees each year
- To ensure that the objectives of PGA Education Programmes are aligned with the overall mission and strategic objectives of the PGANZ.

This is a full time (FTE) position, with the location being in the PGA office at the Remuera Golf Club

Skills and experience

- Experience in the golf and/or the sports and recreation industry
- An understanding of the recreation industry with business and or management qualifications
- Passionate about education and understands its process and delivery
- Highly organised and comfortable planning multiple activities
- Excellent attention to detail and confidence in communicating both verbally and in writing
- A positive attitude and understands working in small teams
- Values relationships and understands the requirements to build and maintain them
- Understands the value of digital channels and social media connections with the ability to use them as part of the role.

For a full job description or to apply please send your CV and covering letter to PGA General Manger Dominic Sainsbury by email at dominic.sainsbury@pga.org.nz

Applications close Monday 17th December 2018.