



OPPORTUNITY

Title: Operations Assistant, RBC PGA Scramble
Reports to: Senior Manager, RBC PGA Scramble
Location: PGA of Canada National Office / Remote (hybrid)
Status: Contract / Paid Internship
Compensation: \$18.00 per hour
Ideal Start Date: April 7, 2025 or April 30, 2025
End Date: August 29, 2025 or September 30, 2025

OVERVIEW

Established in 1911, the PGA of Canada is the second oldest and third largest professional golf association in the world. The PGA of Canada is non-profit association comprised of over 4,000 golf professionals across the country. The association's mandate is to develop, promote and support its members in living a better life and earning a better living while growing participation, excellence and passion for the sport of golf. The association consists of the national office located in Acton, ON., and nine Zone Offices across the country.

The RBC PGA Scramble is a national series of grassroots golf events and the premier amateur team golf tournament in the country. Taking place at more than 175 golf facilities across the country, successful teams from the Local Qualifiers move on to one of fourteen (14) Regional Finals. The program culminates with a National Final at the world-renowned Cabot Cape Breton in October.

The RBC PGA Scramble is looking for three (3) qualified applicants to serve as Operations Assistants for the program. The successful individuals will act as the designated contact for their assigned Local Qualifiers and/or Regional Finals, providing administrative support to each event. Additionally, the successful individuals will provide administrative support for PGA of Canada National Championships.

This position will be primarily conducted from the National Office (including remote work 3 days per week) and may require some local travel.

This is a paid internship position with a start date of either April 7th, 2025, or April 30th, 2025, until August 29th, 2025 or September 30th, 2025. The responsibilities and tasks are varied, the environment is dynamic, and collaborative, and the job can be rewarding with a lot of autonomy and opportunities to gain new skills.

The Operations Assistant will be reporting to the Senior Manager, RBC PGA Scramble and Senior Manager, Championships & Events and will be working alongside a dedicated team of golf enthusiasts at the Acton, Ontario headquarters.

PRIMARY DUTIES

- Support the Senior Manager with all aspects of the RBC PGA Scramble.
- Provide administrative support to PGA of Canada members conducting Local Qualifiers.
- Maintain championship information on the RBC PGA Scramble website and Golf Genius (online tournament management platform), updating as required.



- Manage equipment inventory, maintenance, and shipping schedule.
- Tournament set-up, preparation, and tear down of equipment and signage on the golf course and around the host facility at assigned Regional Finals (local to the National Office).
- Provide administrative support for PGA of Canada National Championships.
- Deliver customer excellence to all partners, host facilities, volunteers and members via email, phone, and in-person.
- Other duties or special assignments, as required.

REQUIRED SKILLS, KNOWLEDGE, & ABILITIES

- University and/or College students (3rd or 4th year) or recent graduates preferred.
- Willingness to work flexible work hours with the high volume of events conducted during the summer months.
- Proven ability to work within a team environment.
- Excellent communication skills (verbal and written).
- Excellent interpersonal skills, with the ability to communicate to staff, members, volunteers, stakeholders, and the public in a pleasant and professional manner.
- Positive attitude with the ability to self-start and take an active leadership role.
- Proficiency with Microsoft Office Suite.
- Bilingualism (English and French) is not required but considered an asset.
- Golf knowledge or experience is not required but considered an asset.

Note: The PGA of Canada's regular hours of work are 35 hours per week, namely Monday to Friday, 8 hours a day (8:30 a.m. – 4:30 p.m.) and 5 days a week including a one-hour lunch. However, the demands of your position require working varied hours on a weekly basis and will include working some weekends and/or holidays to meet the objectives of your employment.

APPLICATION DETAILS

PGA of Canada – Operations Assistant, RBC PGA Scramble
13450 Dublin Line
Acton, ON L7J 2W7

Three (3) positions available. **Please send your cover letter and resume with "Operations Assistant, RBC PGA Scramble" in the subject line to hire@pgaofcanada.com (NO PHONE CALLS PLEASE) by 11:59 p.m. (EST) on February 17, 2025.** The PGA of Canada thanks all applicants, however, only those under consideration will be contacted and invited for an interview.

The PGA of Canada is an equal opportunity employer, and we are committed to creating an accessible and inclusive organization as well as providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. Disability-related accommodation during the application process is available upon request.