



# PGA

Northern Texas Section

## **SPRING INTERNSHIP OPPORTUNITY JUNIOR TOUR / SECTION TOURNAMENT OPERATIONS**

The PGA of America is the largest working sports organization in the world with over 28,000 members and apprentices and over 400 staff members throughout the country. As “experts in the game and business of golf,” the purpose of the PGA is to promote the enjoyment of and involvement in the game of golf, and to contribute to its growth by serving millions of people throughout its 41 Sections nationwide.

The Northern Texas Section of The PGA of America is headquartered in Dallas, and serves more than 350 golf facilities and 850 professional members across Northern Texas. In addition to managing the day-to-day affairs of the Northern Texas PGA, the Section operates the Northern Texas PGA Junior Tour (“Junior Tour”). The Junior Tour is one of the largest and most comprehensive of its kind with more than 4,000 junior members and over 400 tournaments conducted annually.

### **INTERNSHIP DATES:**

January 8, 2018 – May 13, 2018 (start and finish dates are somewhat flexible based on successful applicant’s school schedules)

### **DESCRIPTION:**

The Northern Texas PGA is seeking qualified applicants for a 19-week internship position in golf tournament operations during the spring of 2018. Successful applicants will be responsible for helping to conduct all day-to-day operations of the Junior Tour and Section tournament programs. In the spring season, the Junior Tour provides weekly golf tournaments throughout the Dallas/Fort Worth Metroplex for junior golfers ages 7-19. Section tournaments include the Players Tour, Section Major Championships (Pro-Assistant, Pro-Pro, and Pro-Scratch), and PGA Tour Qualifying events. The following information will provide you with a better understanding of everything the internship entails.

### **JOB RESPONSIBILITIES:**

- Pre-tournament administrative work including printing of pairings, scorecards, and scoreboards
- Pre-tournament responsibilities such as golf course marking, selecting hole locations, equipment set-up and developing operational plans
- On-site responsibilities such as registration, tee set-up, starting, rules officiating, scoring, live scoring, and awards presentations
- Effectively communicate with PGA professionals and host professional staff, parents, and junior golfers
- Reconciliation of financial and result summaries
- Manage company equipment inventory and maintenance
- In-office support of Junior Tour and Professional Tournament programming

### **QUALIFICATIONS:**

- Enjoy working with children and young adults ages 7-19
- Excellent written and verbal communication skills
- Organized, punctual, energetic, and a self starter
- Ability to work and communicate effectively in a team based environment
- Innovative and creative
- Detail oriented
- General computer knowledge (Microsoft Office)
- Basic knowledge of the game of golf
- Rules of Golf knowledge a plus
- College degree (or working towards a degree) required
- Automobile access with willingness and ability to travel within the Dallas/Fort Worth Metroplex required
- Interest in a career in golf or sports administration is preferred
- Must have existing insurance through school or parents

### **PHYSICAL REQUIREMENTS:**

- Work early mornings
- Work outside in extreme weather and temperatures
- Ability to lift objects up to 50 pounds i.e. tents, tables, stakes, and championship signage
- Safely operate a golf cart
- Stand and move around on foot for extended periods of time
- Public speaking
- Effectively use and operate cell phones, iPads and hand held radios

**SPRING TOURNAMENT SCHEDULE:**

Spring Interns will be responsible for helping conduct approximately 25-30 Junior Tour tournaments. These tournaments will include formats such as elite two-day 36-hole stroke play competitions, single day 18-hole and 9-hole stroke play competitions, and developmental Team Golf tournaments. Interns will be responsible for conducting all of these events from start to finish.

Additionally, Section tournaments will be conducted during the week. Spring Interns will help with live scoring, infrastructure setup/teardown, and other tasks as they pertain to each event.

Spring Interns will also provide in-office support for both Junior Tour and Section tournament administration needs during the week.

On average, the successful applicants will be expected to work at least 5 days a week (weekend + 3 weekdays), which is approximately 35-40 hours each week. Interns will be granted up to two (i.e. one weekend) approved days off. Additional approved days off (more than two) will be unpaid. Additional tasks and hours can be added for those with special requirements for obtaining school credit.

**TOURNAMENT TRAVEL:**

Tournaments will be located throughout the entire Dallas/Fort Worth Metroplex. Interns will be responsible for their own transportation to and from all tournaments as well as to and from the Northern Texas PGA office.

**COMPENSATION:**

- All interns will be compensated at \$7.50 per hour (minimum wage is \$7.25 per hour) (pre-tax)
- All interns will be compensated at \$11.25 per hour if / when they work more than 40 hours per week (pre-tax)
- Spring interns will be guaranteed a weekly minimum of \$300 during the spring season
- Five (5) PGA staff golf shirts
- 3 PGA Hats
- School credit (if applicable)

**HOUSING:**

The Northern Texas PGA does not provide housing of any kind. We will be more than happy to assist with the location of housing for those unfamiliar with the Dallas/Fort Worth Metroplex. Past interns have utilized corporate housing agencies for fully furnished apartment leases, secured house leases through Craigs List, or utilized extended stay hotels. Those with family or friends in the Dallas/Fort Worth Metroplex are welcome to stay there and are in no way obligated to live with other interns.

**APPLICATION INFORMATION:**

Interested applicants should submit a cover letter, résumé and list of references. Letters of recommendation are not required but are strongly encouraged. Please specify that you are applying for our *Spring Operations Internship*. You can find this bulletin as well as additional information on our internship program under the internship tab at the bottom of the Northern Texas PGA Junior Golf Foundation website at [www.ntpgajuniorgolf.com](http://www.ntpgajuniorgolf.com). Applications will be accepted via mail or e-mail. Please submit all materials or questions to Jeff Pence.

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**APPLICATION DEADLINE:**

Friday, December 1, 2017 or until positions filled