



## 2020 New England PGA Internship Job Description

The PGA of America is the largest working sports organization in the world with over 27,000 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 New England Section of The PGA of America is headquartered in Boylston, MA, and serves more than **470** golf facilities and **over 1000** professional members and apprentices throughout MA, VT, NH, ME, and RI. In addition to managing the day to day affairs of the New England PGA and its Foundation, the Section operates the New England PGA Junior Tour (“Junior Tour”). The Junior Tour is the leading and most comprehensive tour in New England as it consists of more than 1000 junior members and over 100 tournaments conducted annually.

### **INTERNSHIP DATES:**

May 25–August 18, 2020 (start and finish dates are somewhat flexible based on successful applicant’s school schedules)

### **DESCRIPTION:**

The New England PGA is seeking qualified applicants for its 2020 summer internship position in golf tournament operations. Successful applicants will be responsible for helping conduct all day-to-day operations of our summer Junior Tour. The Junior Tour provides daily golf tournaments throughout New England for junior golfers ages 9-21

The following information will provide you with a better understanding into everything the internship entails.

### **RESPONSIBILITIES:**

- Coordinate junior events with host PGA Professional, F&B Manager, rules officials, volunteers and staff
- Tournament administration onsite at NEPGA Junior events and Section events.
- Assist/Shadow the Executive Director, Director of Operations, & Tournament Director on PGA Professional events
- Manage/update junior golf website
- Responsible for maintaining junior database & mailing tee gifts
- Produce & manage event production in Blue Golf Tournament Software
- Maintain working relationships with Junior Tour sponsors to ensure vendor satisfaction
- Assist in marketing & promotion of all Junior Golf Programs
- Effectively communicate with parents, juniors, and host professional staff
- Reconciliation of financial and result summaries
- On site responsibilities such as registration, tee set up, starting, rules officiating, scoring, and awards presentations
- Manage company equipment inventory and maintenance
- Provide occasional in office support of Junior Tour programming
- Other duties as assigned

### **EXPERIENCE/QUALIFICATIONS:**

- Basic knowledge of the game of golf
- Ability to work and communicate effectively in a Team based environment
- Enjoy working with children and young adults ages 9-21
- Automobile access with willingness and ability to travel within the New England Area required
- Interest in a career in golf or sports administration is preferred
- Must have existing insurance through school or parents
- Knowledge of the Rules of Golf a plus
- Basic Computer knowledge (Microsoft Excel etc.)
- Excellent written and verbal communication skills
- Strong work ethic, physical stamina
- Well organized, punctual, energetic, detail oriented, and a “self-starter”
- Must be in college or a recent graduate

**PHYSICAL REQUIREMENTS:**

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

**SUMMER TOURNAMENT SCHEDULE:**

The Junior Tour offers up to five (5) tournaments a day throughout New England. Interns will be responsible for conducting all of these events from start to finish. A typical week consists of conducting a golf tournament each day, Monday-Friday, with the exception of a few special events (Drive, Chip, & Putt Local Qualifiers, Outreach events, PGA Jr. League etc.) on the weekends. On average, Junior Tour interns can expect to work anywhere from 25-40 hours each week. Additional tasks and hours can be added for those with special requirements for obtaining school credit.

**INTERNSHIP TEAMS:**

The New England PGA will hire Approximately 8-11 total junior golf interns for the summer of 2020. Our successful candidates for the Junior Tour internship will be divided up into teams. All of our interns will spend a great deal of time together and work with each other at various events throughout the summer. The ability to work in a team atmosphere and effectively communicate with all other interns and full time staff members is critical.

**TOURNAMENT TRAVEL:**

Tournaments will be spread throughout the entire New England Section (MA, VT, NH, ME, and RI), but most are in the suburbs of Boston/Metro area. Interns can expect to work a tournament at a different golf course each day, and will be responsible for their own transportation to and from all tournaments. Carpooling to tournaments is allowed and strongly encouraged.

**COMPENSATION:**

Official compensation: \$12.75/hr (min wage)  
PGA staff golf shirts  
PGA hats  
School credit (if applicable)

**HOUSING:**

The New England 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 New England Area. The New England PGA will be sure to get all of those seeking housing in contact with one another prior to arrival. Past interns have utilized corporate housing agencies for fully furnished three month apartment leases, obtained summer housing at local universities, secured three-month house leases through Craigs List, or utilized extended stay hotels. Those with family or friends in the New England area 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 Junior Tour Internship. You can find this bulletin as well as additional information on our internship under the employment (Golf Industry Positions) tab at [www.nepga.com](http://www.nepga.com) or at [www.nepgajuniortour.com](http://www.nepgajuniortour.com). Applications will be accepted via mail or e-mail. Please submit all materials or questions to Jacy Settles.

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(508) 869-0000 ext. 60705  
[jsettles@pgahq.com](mailto:jsettles@pgahq.com)

**APPLICATION DEADLINE:**

Receipt of Applications and hiring will be done on a rolling basis, until positions are filled.

The PGA of America, New England Section is an Equal Opportunity Employer.  
Successful applicants will be required to undergo an authorized background check.