



## 2021 New England PGA Internship Job Description

The New England Section PGA (NEPGA), located in Boylston, Massachusetts, is one of 41 Sections of the Professional Golfers' Association of America. The PGA of America, formed in 1916, has grown into the world's largest working sports organization with more than 28,000 members and associates. Its mission is to promote enjoyment and involvement in the game of golf and to contribute to the game's growth by providing services to golf professionals and the industry. The New England Section is one of the five founding Sections of the PGA of America and consists of approximately 1,100 PGA Golf Professionals in Central & Eastern Massachusetts, Maine, Vermont, New Hampshire and Rhode Island.

Our team of administrative professionals are excited to announce that multiple Internship opportunities are now available. If you are a critical thinker, enjoy in-the-field responsibilities, work well independently and/or with a team of dedicated young professionals, our current openings are something you should consider.

### INTERNSHIP DATES:

May 24 through August 20, 2021

(Start and finish dates are somewhat flexible based on successful applicant's school schedules)

### DESCRIPTION:

The NEPGA is seeking qualified applicants for its 2021 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, Drive, Chip & Putt Competitions as well as Section executed PGA Junior League programming. The Junior TOUR provides daily golf tournaments throughout New England for junior golfers ages 9-21. NEPGA Interns will also have the opportunity to assist with the administration of New England PGA Professional events.

The following information provides 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 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 BlueGolf 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
- Onsite responsibilities such as registration, tee set up, starting, rules officiating, scoring, and awards presentation
- Manage company equipment inventory and maintenance
- Provide occasional in office support
- Other duties as assigned

## **EXPERIENCE/QUALIFICATIONS:**

- Basic knowledge of the game of golf
- Ability to work and communicate effectively BOTH independently and 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 sport administration is preferred
- Must have existing insurance through school or parents
- Knowledge of the Rules of Golf is a plus
- Basic Computer knowledge (Microsoft & Google Suites)
- Excellent written and verbal communication skills
- Strong work ethic
- Well organized, punctual, energetic, detail oriented, and a self-starter
- Must be in college or a recent graduate

## **PHYSICAL REQUIREMENTS:**

- Early mornings with travel
- Regular responsibilities outside in varying weather conditions and temperatures
- Significant amount of time in direct sun light
- Safe operation of a golf car
- Stand and move around on foot for extended periods of time (physical stamina)
- Public speaking skills
- Ability to lift objects up to 50 pounds (i.e. tents, tables, stakes, and signage)
- Effectively use and operate cell phones, hand held radios and iPads

## **SUMMER TOURNAMENT SCHEDULE:**

The Junior TOUR executes up to four (4) tournaments a day throughout New England. Interns will be responsible for conducting these events from start to finish. A typical week consists of conducting a golf tournament each day, Monday-Friday, except for a few unique events (Drive, Chip, & Putt Local Qualifiers, Outreach events, PGA Jr. League) on a weekend.

On average, NEPGA 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 a total of 8-11 interns for the summer of 2021, with the successful candidates divided into “teams” to manage the event operations. All 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 New England (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, pending any Covid restrictions.



### COMPENSATION:

Official compensation: \$13.50 hr. (Mass. minimum wage)  
Mileage Reimbursement  
Meal while on-site at events  
Staff Uniforms  
School credit (if applicable)

### HOUSING:

The NEPGA 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 NEPGA 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 Craig's List, etc. 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 are asked to submit **cover letter, résumé and list of references**. Letters of recommendation are not required but will be accepted. Please specify that you are applying for our NEPGA Internship.

You can find 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 physical mail or e-mail. Please submit all materials or questions to the contact information below:

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### 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.

