



PGA

Northern Texas Section

NORTHERN TEXAS PGA INTERNSHIP OPPORTUNITY

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 500 golf facilities and 750 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 Golf Foundation. The Foundation is one of the largest and most comprehensive of its kind with more than 2,700 junior members and over 200 tournaments conducted annually.

The Northern Texas PGA is seeking qualified applicants for a 13-week internship during the summer of 2010. This position will primarily be office based administrative work for our Junior Golf Foundation. The approximate dates for this position are May 24 – August 17, 2010. Start and finish dates are somewhat flexible according to the successful applicants school schedule.

Qualifications:

- Enjoy working with children and young adults aged 7-18
- Excellent written and verbal communication as well as customer service skills
- Organized, punctual, energetic, and a self starter
- Ability to work and communicate effectively in a team based environment
- Innovative and creative
- Detail oriented
- Ability to adapt positively and professionally in a variety of situations
- General knowledge of Microsoft Excel
- College degree (or working towards a degree) required
- Willingness and ability (automobile access) to travel within the Dallas/Fort Worth metroplex required

Job Responsibilities:

- Provide all in-office support of the Foundation tournament program
- Assist on-site at select junior golf tournaments
- On site photography of junior golfers at select events
- Effectively communicate with parents, juniors and host professional staff
- Assist with the mailing and closing out of our regional tournaments in east and west Texas
- Manage equipment inventory and maintenance for our field intern teams
- Assist with publication of our weekly junior golf newsletter to over 2,700 members
- Daily updates to Foundation Twitter and Facebook accounts
- Reconciliation and posting of tournament results to appropriate media contacts and other organizations

Compensation:

- \$1,000 per month
- Five PGA logoed golf shirts
- School credit (if applicable)

Application Information:

Interested applicants should submit a cover letter, résumé and list of references. Applications will be accepted via mail or e-mail.

Application Deadline:

February 26, 2010.

Please submit information to:

Please specify that you are applying for our office internship

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