



# PGA

Northern Texas Section

## **NORTHERN TEXAS PGA ALL AMERICAN TOUR TOURNAMENT OPERATIONS 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 Tour. The Tour is one of the largest and most comprehensive of its kind with more than 2,800 junior members and over 200 tournaments conducted annually.

### **INTERNSHIP DATES:**

May 22 – August 14, 2012 (start and finish dates are somewhat flexible based on successful applicants school schedules)

### **DESCRIPTION:**

The Northern Texas PGA is seeking two (2) qualified applicants for a 13-week field internship position in golf tournament operations during the summer of 2012. Successful applicants will assist the Northern Texas PGA staff with the conduct of our All American Tour. The All American Tour provides a multi day tournament experience to some of the most elite junior golfers in northern Texas. This internship provides a firsthand experience with everything involved in conducting a championship golf tournament. The following information will provide you with a better understanding into everything the internship entails.

### **JOB RESPONSIBILITIES:**

- Pre tournament responsibilities such as golf course marking, hole locations, creating yardage guidelines, and developing operational plans
- Administrative work including creation of local rules, assigning and communicating player pairings and logistics of food and beverage
- On-site tournament responsibilities such as registration, tee set-up, starting, rules officiating, scoring, and awards presentations
- Effectively communicate with parents, juniors, sponsors, and host professional staff
- Reconciliation of financial and result summaries
- Communicating results to Junior Golf Scoreboard, AJGA, and more
- Creation of media releases and distributing results to all applicable media contacts
- Manage company equipment inventory and maintenance
- Provide in-office support of Junior Tour programming

### **QUALIFICATIONS:**

- Enjoy working with children and young adults ages 7-18
- 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)
- Knowledge of BlueGolf tournament management system a plus
- Basic knowledge of the game of golf
- Rules of Golf knowledge a plus
- College degree (or working towards a degree) required
- PGM or Sports Management students preferred
- 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

### **PHYSICAL REQUIREMENTS:**

- Work early mornings
- Work outside in extreme weather and temperatures
- 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
- Ability to lift objects up to 50 pounds i.e. tents, tables, stakes, and championship signage
- Effectively use and operate cell phones and hand held radios

### **SUMMER TOURNAMENT SCHEDULE:**

Interns will be responsible for helping conduct all of our summer All American Tour events. We will conduct approximately eight (8) All American Tour events throughout the summer. Most tournaments are conducted with round one on Monday and round two on Tuesday. A typical week consists of working a tournament on Monday and Tuesday, taking Wednesday or Thursday off, marking a golf course on Friday for the following weeks tournament, taking Saturday off, and setting up and dotting hole locations on Sunday morning for the next tournament Monday and Tuesday. Interns will also be asked to assist at some of our other Junior or Section tournaments throughout the summer. All American Tour interns can expect to work approximately 35 hours each week.

### **INTERNSHIP TEAMS:**

The NTPGA will hire approximately 13 total interns for the summer of 2012. Our two (2) successful candidates for this All American Tour internship will be their own individual team. We will also hire three additional teams of three interns to run our other junior tournaments, as well as two administration interns to help out in the main office and on site at select events. All of our teams and office interns will spend a great deal of time together and work with each other at various events. 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 Dallas/Fort Worth metroplex. Interns will be responsible for their own transportation to and from all tournaments. Carpooling to events is allowed and strongly encouraged. All American Tour interns may also be asked to pick up equipment and supplies from time to time including but not limited to tee gifts, trophies, tents, tables, drinks, and championship signage. The monthly stipend issued to interns is meant to offset housing and gas costs.

### **COMPENSATION:** *Minimum wage in the state of Texas is \$7.25 an hour*

- Interns will be paid \$1,100 per month (just over minimum wage based on their approximate 35 hour work weeks)
- Five PGA staff golf shirts
- Meals provided on tournament days
- 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 area. The NTPGA will hire approximately 13 interns for the summer of 2012, and we 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 3 month apartment leases, secured three month house leases through Craigs List, or utilized extended stay hotels. Those with family or friends in the Dallas/Fort Worth 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 *All American Tour Tournament Operations Internship*. You can find this bulletin as well as additional information on our internship under the internships tab on our website at <http://juniorgolf.ntpga.org>. Applications will be accepted via mail or e-mail. Please submit all materials or questions to Jordan Harris.

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### **APPLICATION DEADLINE:**

February 17, 2012 or until positions filled