



PGA

Northern Texas Section

NORTHERN TEXAS PGA JUNIOR TOUR 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 10 qualified applicants for a 13-week field internship position in golf tournament operations during the summer of 2012. Successful applicants will be responsible for helping to conduct all day to day operations of our summer Junior Tour. The Junior Tour provides daily golf tournaments throughout the Dallas/Fort Worth Metroplex for junior golfers ages 7-18. The following information will provide you with a better understanding into everything the internship entails.

JOB RESPONSIBILITIES:

- Pre-tournament administrative work including printing of pairings, scorecards, and scoreboards
- On-site responsibilities such as registration, tee set-up, starting, rules officiating, scoring, and awards presentations
- Effectively communicate with parents, juniors, and host professional staff
- Reconciliation of financial and result summaries
- Manage company equipment inventory and maintenance
- Provide occasional 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)
- 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

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
- Effectively use and operate cell phones and hand held radios

SUMMER TOURNAMENT SCHEDULE:

The Metro Chapter of the Ewing Automotive Junior Tour offers up to three tournaments a day throughout the Dallas/Fort Worth Metroplex. 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 couple special events, interns will have weekends and an occasional weekday off. On average, junior tour interns can expect to work approximately 35 hours each week. Additional tasks and hours can be added for those with special requirements for obtaining school credit.

INTERNSHIP TEAMS:

The NTPGA will hire approximately 13 total interns for the summer of 2012. Our 10 successful candidates for the Junior Tour internship will be divided into three teams of three along with one floating intern. In addition to the Junior Tour interns, we will have a team of two PGM interns to conduct our All American Tour, and an office administration intern. 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 Dallas/Fort Worth metroplex. 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. The monthly stipend issued to interns is meant to offset housing and gas costs.

COMPENSATION:

- Interns will be paid \$1,000 per month
- Five PGA staff golf shirts
- 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 three 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 *Junior Tour Internship*. You can find this bulletin as well as additional information on our internship under the internship 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.

Jordan Harris
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APPLICATION DEADLINE:

February 17, 2012 or until positions filled