

## **SOUTH FLORIDA PGA SECTION PROFESSIONAL OPERATIONS INTERNSHIP OPPORTUNITY**

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 South Florida Section of the PGA of America is an association of golf professionals whose mission is to promote interest, participation and enjoyment in the game of golf; establish and maintain professional standards or practice; and enhance the well-being of golf professionals.

Approximately 1,800 members and apprentices are employed at over 425 facilities in the South Florida region, currently ranking South Florida Section the third largest Section of PGA Professionals amongst all 41 PGA Sections in the United States.

The South Florida PGA also conducts a very successful junior golf program which falls under the umbrella of the South Florida PGA Foundation. Junior golf programming includes the SFPGA Junior Championship, Challenge and Prep Tours in addition to Team Golf. The Junior Championship Tour and Junior Challenge Tour are two premiere membership-based junior golf programs providing competitive and fun tournament experiences for golfers with the aspirations and skill levels to compete at the high school and collegiate levels. Both tours encompass an eleven-month season of tournament golf played on championship golf courses.

The Prep Tour provides junior golfers with ten 18 hole events to gain more competitive playing experience before moving up to the Challenge Tour. This tour is open to golfers ages 9-18.

Team Golf is for junior golfers ages 6-14 with beginning level golf experience and offers an introduction to tournament play through 9-hole team stroke play competition. Team Golf serves as a fun, social, less stressful approach to tournament golf, and provides junior golfers with knowledge and skills that set the stage for a lifetime of golf enjoyment.

### **INTERNSHIP DATES:**

January 15<sup>th</sup> – August 23<sup>rd</sup>, 2018 (start and finish dates are somewhat flexible based on successful applicant’s school schedules)

### **DESCRIPTION:**

The South Florida PGA is seeking a qualified applicant for a 32/33-week internship position in golf tournament operations during the summer of 2018. Successful applicants will be responsible for helping to conduct all day-to-day operations of our Junior Tour, Team Golf and Professional tournament programs. In addition to onsite tournament operations, this position will also assist with the SFPGA GolfPass program and all Web.com, PGA Champions Tour and PGA Tour qualifiers. The following information will provide you with a better understanding of everything the internship entails.

### **JOB RESPONSIBILITIES:**

- Pre-tournament administrative work including printing of pairings, score cards, scoreboards, and creation of local rules
- Pre-tournament responsibilities such as golf course marking, selecting hole locations, equipment setup and developing operational plans

- On-site responsibilities such as registration, tee set-up, starting, rules officiating and pace of play official
- Effectively communicate with PGA members and host professional staff, parents, and junior golfers
- In-office support of Junior Golf and Section programming

**QUALIFICATIONS:**

- Enjoy working with children and young adults ages 6-18
- 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 throughout the south Florida region required
- Interest in a career in golf or sports administration is preferred

**PHYSICAL REQUIREMENTS:**

- Work early mornings
- Work outside in extreme weather and temperatures
- Safely operate a golf cart
- Stand and move around on foot for extended periods of time
- Public speaking
- Effectively use and operate cell phones, iPads and hand held radios

**TOURNAMENT TRAVEL:**

Tournaments will be spread throughout the entire south Florida region. Interns are responsible for their own transportation when an event is located within 60 miles of the South Florida PGA office.

**COMPENSATION:**

Minimum wage, normally \$324/per week based on a 40 hour work week

\$2,500 Scholarship for qualified higher education (scholarship to be paid directly to an accredited institution of higher learning)

**BENEFITS:**

Reimbursable travel expenses, Staff clothing

**HOUSING:**

The South Florida 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 Palm Beach County.

**APPLICATION INFORMATION:**

Interested applicants should submit a cover letter, résumé and a list with 3 references. Letters of recommendation are not required but are strongly encouraged. Applications will be accepted via mail

or e-mail. Please submit all materials or questions to Meredith Schuler, Assistant Executive Director ([mschuler@pgahq.com](mailto:mschuler@pgahq.com)).

**DEADLINE FOR APPLICATIONS:** July 15<sup>th</sup>, 2017 or until filled