



# PGA

## New England Section

### **New England PGA Internship Job Description NEPGA Internship**

The New England Section of the PGA (NEPGA) is offering six internships for three –months in Junior golf tournaments to college students from June to August. The New England Section, PGA is one of 41 Sections of the PGA of America, the world's largest working sports organization. The New England Section is the 9<sup>th</sup> largest Section in the country, including the states of Maine, New Hampshire, Vermont, Rhode Island as well as the eastern 2/3 of Massachusetts. With nearly 1000 PGA members & apprentices working at more than 500 golf facilities across the region, the Section is responsible for managing various programs including employment, education, marketing and member tournaments.

The New England PGA Junior Golf interns will learn everything that is involved with conducting golf tournaments. This includes scheduling, coordinating and managing the NEPGA Junior Tour, Junior PGA Championship, and any other NEPGA Junior Programs. The NEPGA Junior Golf Tour has become one of the most successful programs in the region. With more than 65 events and 700 members, the tour maintains an incredibly busy schedule between the end of June and the beginning of September.

With the golf season concentrated in the summer, the internship could include other projects including but not limited to: NEPGA Administration work, the NEPGA Teaching Summit, NEPGA involvement in the, High School Golf Coaches Summit, as well as assisting the Director of Tournament Operations at Major Section events (NEPGA Championship, New England Open, etc.)

This position reports to the Manager of Junior Golf Operations & Player Development. Duties include:

#### **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.
- Tournament organization and preparation in the NEPGA office
- Manage/update junior golf website
- Responsible for maintaining junior database
- Produce & manage event production in tournament software Blue Golf
- Maintain working relationships with Junior Tour sponsors to ensure vendor satisfaction
- Assist in marketing & promotion of all Junior Golf Programs
- Other duties as assigned

#### **Experience / Qualifications:**

- Working knowledge of golf tournament operations
- Working knowledge of the Rules of Golf
- Computer knowledge, experience with BlueGolf a plus
- Exemplary written and oral communication skills
- Previous experience with Junior Golf a plus
- Strong work ethic, physical stamina
- Well organized, punctual, energetic, and a “self-starter”
- Must be in college or a recent graduate

**Dates Needed:** June- August    **Compensation:** hourly & mileage reimbursement. Normally 20-30 hour work week

#### **Contact Information**

Please email resume & cover letter to:

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