



SUMMER INTERNSHIP OPPORTUNITY

Utah PGA Junior Series

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 Utah Section of The PGA of America is headquartered in Salt Lake City, and serves more than 110 golf facilities and 345 professional members across Utah. In addition to managing the day-to-day affairs of the Utah PGA, the Section operates the Utah PGA Junior Series (formerly known as Junior Golf Connection). The Utah PGA Junior Series is an all encompassing junior program starting with clubs for kids programs, Drive Chip & Putt competitions, recreational tournament series, parent junior events and high level competitive junior tournaments.

INTERNSHIP DATES:

- June 1-August 9th.
- An option to start earlier and end later in the season is available.

DESCRIPTION:

The Utah PGA is seeking 5 qualified applicants for a 10-week field internship position in golf tournament operations during the summer of 2017. Successful applicants will be responsible for helping conduct all day-to-day operations of our summer junior programs. The Utah PGA provides golf tournaments and clinics throughout the from Provo to Brigham City for junior golfers ages 4-18. The following information will provide you with a better understanding into everything the internship entails.

JOB RESPONSIBILITIES:

- 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 programming

QUALIFICATIONS:

- Applicants must be at least 18 years old
- Enjoy working with children and young adults ages 4-18
- Excellent written and verbal communication skills
- Organized, punctual, energetic, and a self-starter
- Ability to work and communicate effectively in a team based environment
- Detail oriented
- General computer knowledge (Microsoft Office)
- Basic knowledge of the game of golf
- Rules of Golf knowledge is a plus
- Automobile access with willingness and ability to travel within areas including Salt Lake County, Utah County, Davis County, Weber County and Wasatch County.
- Interest in a career in golf or sports administration is preferred

PHYSICAL REQUIREMENTS:

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

SUMMER TOURNAMENT SCHEDULE:

The Utah PGA Junior Series offers up to 3-5 tournaments a week as well as multiple clinics throughout the year including Clubs for Kids and Drive, Chip & Putt events. All of our Parent Junior events are held on Saturdays. Interns will be responsible for conducting all of these events from start to finish. On average, junior interns can expect to work approximately 20-40 hours each week, depending on the position.

TOURNAMENT TRAVEL:

Tournaments will be spread throughout Salt Lake County, Utah County, Davis County, Weber County and Wasatch County. 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.

COMPENSATION:

- Interns will be compensated at \$9.00 per hour
- Uniforms will be provided
- School credit (if applicable)

APPLICATION INFORMATION:

Interested applicants may submit an application and/or résumé and a list of references. They may be submitted in person, by mail or email. Letters of recommendation are not required but are strongly encouraged. Please specify that you are applying for our *Summer Internship*.

Application Deadline: March 25th, 2017 or until position is filled

Annie Fisher
Chief Operations Director
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UTAH SECTION PGA
SUMMER INTERNSHIP APPLICATION

Name: _____

Address: _____

Phone: _____ Email: _____

Date of Birth: _____

Are you attending school? _____ Where? _____

Year in school: _____

What do you plan on studying? _____

What are your career goals? _____

Have you ever worked in the golf industry? _____

If so, please explain: _____

Tell us about your golf background. Are you a causal or avid golfer? Do you play on a school team? Do you plan to compete this summer in any events? _____

Please include at least 2 references.
