



PGA
Colorado Section



JUNIOR GOLF
ALLIANCE OF
COLORADO™

COLORADO SECTION PGA JUNIOR GOLF OPERATIONS INTERNSHIP OPPORTUNITY

The PGA of America is the largest working sports organization in the world with over 29,000 members and associates 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 Colorado Section of the PGA of America is headquartered in Larkspur, Colorado, 30 miles south of Denver and serves 250 golf facilities and over 800 professional members and associates.

INTERNSHIP DATES:

Four (4) – three-month-long internships and One (1) nine-month-long internship available. (Start/End dates are flexible depending upon candidate availability and operations.)

DESCRIPTION:

The Colorado PGA is seeking qualified applicants for an internship position in junior golf tournament operations and junior golf development programming during the summer of 2020. Successful applicants will be responsible for helping conduct all day-to-day operations of our Golf in Schools, Junior Golf Alliance of Colorado, Drive Chip & Putt Qualifiers, and PGA Jr. League. These programs provide weekly events throughout Colorado Section footprint for junior golfers ages 6-18.

JOB RESPONSIBILITIES:

- On-site responsibilities such as registration, tee set-up, starting, rules officiating, scoring, and awards presentations
- Pre and post event coordination, logistics, and reporting
- Effectively communicate with parents, juniors, and host professional staff
- Reconciliation of financial and result summaries
- Manage company equipment inventory and maintenance
- Provide in-office support for Junior programming
- Execute up to 5 spring and 5 fall Golf in Schools programs
- Provide logistical support for PGA Members conducting the Section’s Golf in Schools programming
- Provide logistical and operational support for the Drive Chip & Putt Local, Subregional and Regional qualifiers.
- Provide logistical and operational support for Junior Golf Alliance of Colorado events.
- Provide logistical and operational support for Colorado PGA Section events as needed.

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
- Detail oriented
- Excellent problem solving skills
- General computer knowledge (Microsoft Office, G-Suite)
- Basic knowledge of the game of golf
- Rules of Golf knowledge a plus
- Teaching experience is a plus
- Automobile access with willingness and ability to travel within the Colorado area
- Interest in a career in golf or sports administration is preferred but not required
- College degree (or working towards a degree) required

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, laptop computer

INTERN SCHEDULE:

Interns will be responsible for conducting Golf in Schools, Junior Golf Alliance of Colorado Events, Drive Chip & Putt Qualifiers, and PGA Junior League events from start to finish. A typical summer week consists of conducting multiple events per week. In addition, interns will provide weekly support to the Section's Tournament Program, administration of the PGA Summer Camps, as well as provide support to any Player Development Program or special events. Except for a few special events interns will have weekends off. On average, interns can expect to work approximately 35 to 40 hours each week. Additional tasks and hours can be added for those with special requirements for obtaining school credit.

TOURNAMENT TRAVEL:

Tournaments will be spread throughout the entire Colorado area. Interns can expect to work a tournament at a couple different golf courses each week, and will be responsible for their own transportation to and from all tournaments. Carpooling to tournaments is allowed and strongly encouraged. The hourly wage provided to interns is meant to offset housing and travel expenses.

COMPENSATION: *Minimum wage in the state of Colorado since January 1, 2019 is \$11.10 an hour*

- Interns will be paid **\$13.00/hour pre-tax.**
- Six (6) staff golf shirts
- Four (4) uniform bottoms
- School credit (if applicable)

HOUSING:

The Colorado PGA will provide a \$500.00 per month (\$250.00 per pay check) for a housing assistance stipend. We will be more than happy to assist with the location of housing for those unfamiliar with the Denver/Castle Rock area.

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 Golf Internship*. Applications will be accepted via e-mail only. Please submit all materials or questions to Holly Champion, PGA.

Holly Champion, PGA
Player Development Director
Colorado PGA
(303) 996-1591
hchampion@pgahq.com

APPLICATION DEADLINE:

Until positions filled.

The PGA of America, Colorado Section is an Equal Opportunity Employer.
Upon receiving a job offer, successful applicants will be required to undergo an authorized background check.