



COLORADO SECTION PGA JUNIOR GOLF OPERATIONS

SPRING, SUMMER & FALL INTERNSHIP OPPORTUNITIES

The PGA of America is the largest working sports organization globally, 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 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:

Two to Six month internships are 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 Spring, Summer and Fall of 2024. Successful applicants will be responsible for helping conduct all day-to-day operations of our Golf in Schools, Colorado PGA Junior Golf Tour, Drive Chip & Putt Qualifiers, and PGA Jr. League. These programs provide weekly events throughout the 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
- Provide logistical and operational support for the Drive Chip & Putt Local, Subregional and Regional qualifiers. ▪ Provide logistical and operational support for Colorado PGA Junior Tour 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 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
- A 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 sunlight ▪
- Safely operate a golf cart
- Stand and move around on foot for extended periods
- 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, handheld radios, laptop computers

INTERN SCHEDULE:

Interns will be responsible for conducting Colorado PGA Junior Tour Events, Drive Chip & Putt Qualifiers, and PGA Junior League events from start to finish. A typical week consists of conducting multiple events per week. In addition, interns will provide weekly support to the Section's Tournament Program and 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 30 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 of different golf courses each week and 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, effective January 1, 2023, is \$13.65 per hour*

- Interns will be paid **\$15.00-20.00/hour pre-tax.**
- Staff uniforms
- Meals on-site
- School credit (if applicable)

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 Peter Weisel, PGA.

Peter Weisel, PGA
Player Engagement Director
Colorado PGA
303-226-9429
pweisel@pgahq.com

APPLICATION DEADLINE:

Until positions are 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.