



**MIDWEST SECTION PGA**  
**2024 Summer Internship**  
May-August (flexible)

## **Job Description & Responsibilities:**

Job Description: The Midwest PGA offers an exciting internship in the field of golf. The Intern will assist the Midwest PGA with all the facets of the operation. Including but not limited to tournaments, player development, and communications/marketing.

### Responsibilities:

- Assist with the processing of tournament applications.
- Assist with the administration PGA Jr. League
- Assist with the administration Drive, Chip, and Putt
- Assist with preparation of information for competitors.
- On-site tournament work (course marking, setup, local rules, etc.).
- Prepare materials for competitions (pairing sheets, scorecards, scoresheets, local rules, and hole locations sheets).
- Assist rules officials and administrators at tournament sites.
- Maintain and update the Midwest PGA's social media accounts daily.
- Create graphics for website and social media.

## **Other Information:**

### Compensation:

- \$1,500 per month
- Midwest PGA staff apparel
- Travel expenses
- Standard office work hours: Monday-Friday 8:00am-3:00pm
  - after hours/overnight travel is required
  - weekend travel/work is required

### Standards:

- Pursuing an education in sport management or professional golf management
- Knowledge of the golf industry and golf terminology.
- Ability to travel around the state of Missouri and Kansas.
- Interns are expected to take on responsibility, be a self-starter, and seek new opportunities to help our members.
- Must have a sincere desire to learn and better themselves in an administrative role.
- Timeliness, attention to detail, organizational skills, teamwork, and a good attitude.



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**About the Midwest Section PGA:**

- The PGA of America was founded in 1916 and is the largest working sports organization in the world.
- Mission: *The mission of the Midwest Section PGA is to create and maintain the Section as a viable, valuable, visible professional organization. The Section shall serve the member by offering and delivering outstanding education programs, providing governance and growth of the game initiatives, as well as playing opportunities.*
- The Midwest Section PGA is one of 41 geographic sections that make up the PGA of America.
- We serve our members who are PGA Professional. They are experts in the ever-changing business of golf.
- Our office is located in Blue Springs, MO.
- Objective: *To elevate the standards of the professional golfers' vocation, to promote the interest in the game of golf, to protect and advance the mutual interest of the members, to conduct tournaments and offer educational opportunities for the employment and benefit of the members, and to promote good relations with clubs and communities within the Midwest Section's boundaries.*

**Please email cover letter and resume to Nolan Becerra, Tournament Director,**  
**[nbecerra@pgahq.com](mailto:nbecerra@pgahq.com) by Jan. 31st 2024.**