NORTHERN TEXAS PGA JUNIOR TOUR
INTERNSHIP OPPORTUNITY

The PGA of America is the largest working sports organization in the world with over 27,000 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 Northern Texas Section of the PGA of America is headquartered in Dallas and serves 350 golf facilities and 725 professional members across Northern Texas. In addition to managing the day-to-day affairs of the Northern Texas PGA, the Section operates the Northern Texas PGA Junior Tour. The Tour is the largest and most comprehensive of its kind with more than 3,200 junior members and over 260 tournaments conducted annually.

INTERNSHIP DATES:
May 22 – August 19, 2014 (start and finish dates are somewhat flexible based on successful applicants school schedules)
   ▪ Successful applicants may have the opportunity to extend the internship to 7 months. Inquire during application process.

DESCRIPTION:
The Northern Texas PGA is seeking 15 qualified applicants for a 13-week field internship position in golf tournament operations during the summer of 2014. Successful applicants will be responsible for helping conduct all day-to-day operations of our summer Junior Tour. The Junior Tour provides daily golf tournaments throughout the Dallas/Fort Worth Metroplex for junior golfers ages 7-18. 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 Tour programming

QUALIFICATIONS:
▪ Enjoy working with children and young adults ages 7-18
▪ 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 a plus
▪ Automobile access with willingness and ability to travel within the Dallas/Fort Worth metroplex required
▪ Interest in a career in golf or sports administration is preferred
▪ 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 and iPads
SUMMER TOURNAMENT SCHEDULE:
The Metro Area of the Junior Tour offers up to three (3) tournaments a day throughout the Dallas/Fort Worth Metroplex. Interns will be responsible for conducting all of these events from start to finish. A typical week consists of conducting a golf tournament each day, Monday-Friday. With the exception of a few special events (Parent-Junior Golf Classic, Drive, Chip, & Putt Local Qualifiers, Texas State Open, etc.), interns will have weekends and an occasional weekday off. On average, Junior Tour interns can expect to work approximately 35 hours each week. Additional tasks and hours can be added for those with special requirements for obtaining school credit.

INTERNSHIP TEAMS:
The NTPGA will hire approximately 19 total junior golf interns for the summer of 2014. Our 15 successful candidates for the Junior Tour internship will be divided up into three teams of four and one team of three. In addition to the Junior Tour interns, we will have a team of two (2) Professional Golf Management interns to conduct our Summer Camps, a media intern and an office administration intern. All of our interns will spend a great deal of time together and work with each other at various events throughout the summer. The ability to work in a team atmosphere and effectively communicate with all other interns and full time staff members is critical.

TOURNAMENT TRAVEL:
Tournaments will be spread throughout the entire Dallas/Fort Worth Metroplex. 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. The monthly stipend issued to interns is meant to offset housing and travel expenses.

COMPENSATION: Minimum wage in the state of Texas is $7.25 an hour
- Interns will be paid $1,000 per month pretax
- Five (5) PGA staff golf shirts
- Three (3) PGA hats
- School credit (if applicable)

HOUSING:
The Northern Texas PGA does not provide housing of any kind. We will be more than happy to assist with the location of housing for those unfamiliar with the Dallas/Fort Worth area. The NTPGA will hire approximately 19 interns for the summer of 2014, and we will be sure to get all of those seeking housing in contact with one another prior to arrival. Past interns have utilized corporate housing agencies for fully furnished three month apartment leases, secured three month house leases through Craigs List, or utilized extended stay hotels. Those with family or friends in the Dallas/Fort Worth area are welcome to stay there and are in no way obligated to live with other interns.

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 Tour Internship. You can find this bulletin as well as additional information on our internship under the internship tab on our website at www.ntpgajuniorgolf.com. Applications will be accepted via mail or e-mail. Please submit all materials or questions to Jordan Harris.

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APPLICATION DEADLINE:
February 14, 2014 or until positions filled

The PGA of America, Northern Texas Section is an Equal Opportunity Employer. Successful applicants will be required to undergo and authorized background check.