

## **MINNESOTA PGA – INTERNSHIP OPPORTUNITIES**

The Minnesota Section of The PGA of America is offering several paid internship positions in 2019. These positions will be classified as “Operations Assistants”. The Minnesota PGA is one of 41 sections, serving over 600 PGA Professionals and Associates in Minnesota, North and South Dakota and portions of Wisconsin.

### **EXPERIENCE:**

Positions will gain experience in different aspects of PGA Section administration, including the following key areas:

- Minnesota PGA Tournament Program (Two Interns – One Extended & One Summer)
  - Provide assistance at various Section Member tournaments & PGA Tour qualifiers
  - Golf course set-up and preparation, including course marking
  - Scoring of players & scoreboard creation/management, including use of calligraphy
  - Signage creation and on-course staging
  - Rules officiating, pace of play enforcement, and volunteer coordination
  - Equipment inventory, maintenance and replenishment
- Minnesota PGA Junior Program Office (One Intern – Extended Position)
  - Assistance in Office for junior tournaments
  - Coordinate junior golf events including pairings, course contacts, and scoring
  - Support Staff with rules officiating, pace of play enforcement, and volunteer coordination
  - Work closely with staff to oversee equipment inventory, maintenance and replenishment
- Minnesota PGA Junior Program On-Siters (Twenty Interns)
  - Travel to Administer junior tournaments
  - Golf course set-up and preparation
  - Scoring of players & scoreboard creation/management, including use BlueGolf software
  - Rules officiating, pace of play enforcement, and volunteer coordination
  - Equipment inventory, maintenance and replenishment
- Player Development & PGA REACH Foundation (One Intern)
  - Work with Staff to provide support at local & sub-regional Drive, Chip & Putt events
  - Assist with PGA Reach Foundation activities, events, and fundraising efforts
- Media & Public Relations (One Intern)
  - Work with Staff to develop press kits/releases for various Minnesota PGA tournaments & events
  - Tournament marketing & promotion including videography/photography
  - Website maintenance

### **REQUIREMENTS:**

- Experience in golf & general knowledge of the Rules of Golf. Calligraphy skills are a plus.
- Strong interpersonal skills, attention to detail, well-organized, punctual, energetic, & able to multi-task.
- Strong work ethic & physical stamina, ability to work & communicate in a team environment & travel extensively.
- Excellent communications skills (written & verbal) and computer skills, especially with Microsoft Word & Excel.
- Experience with BlueGolf and/or other tournament software a plus.
- Driving 2-5 hours at a time, lifting heavy equipment up to 50 lbs.

### **DATES NEEDED:**

- Ideal dates mid-May to mid-August (approx. 3 months total).
- Extended Position: Ideal dates April to October (approx. 7 months total). Flexible for the right candidate.

### **LOCATION:**

The Minnesota PGA Section headquarters is located in Coon Rapids, MN (just outside of Minneapolis, MN).

### **APPLICATION DEADLINE:**

December 14, 2018

### **SEND COVER LETTER AND RESUMÉ TO:**

Jon Tollette, COO  
Minnesota PGA  
12800 Bunker Prairie Road  
Coon Rapids, MN 55448  
jtollette@pgahq.com

**Application Review/Timeline:** Applications will be reviewed and finalists will be asked to conduct a phone or video chat interview and possibly an in-person interview (if applicant is local). We hope to determine the successful candidates by January 15 and will follow up with all applicants via e-mail as to their status.