

Minnesota PGA Job Description

Created (October 2019)
Last Updated (November 2022)

Job Title: Tournament Operations Intern
Department: Tournaments & Player Development
Direct Managers Title: Director of Player Development and Member Services, Director of Competitions, Director of Junior Golf
FLSA Classification: Non-Exempt
Location: Minnesota PGA Office - Coon Rapids, MN



ORGANIZATION:

The Minnesota PGA is one of 41 Sections of the Professional Golfers' Association of America. The PGA of America, formed in 1916, has grown into the world's largest working sports organization with more than 27,000 members and apprentices. The mission of the Minnesota PGA is to promote the enjoyment and involvement in the game of golf and to contribute to its growth by providing services to golf professionals and the golf industry. The Minnesota PGA is comprised of approximately 600 PGA Members and apprentices in Minnesota, North Dakota, South Dakota (less areas surrounding cities of Rapid City, Vermillion, and Yankton), and a portion of Western Wisconsin that includes St. Croix County and Superior, Wisconsin. Activities of our organization include competitive golf tournaments and events for our PGA Members as well as amateur golfers, education programs, growth of the game programs, membership communication and association governance.

The Minnesota PGA also operates a non-profit and charitable foundation called PGA REACH Minnesota that focuses on three pillars: youth, military, and inclusion.

The Minnesota Section of The PGA of America is recognized by the IRS as a 501 (C) (6) non-profit professional trade organization. PGA REACH Minnesota is recognized by the IRS as a 501 (C) (3) non-profit charitable organization.

THE POSITION:

1. Two (2) available internship positions
2. Three (3) month paid Internship
3. Mid May through Late August 2023 (can be flexible for students returning to school in the fall)

JOB SUMMARY:

Our company is looking to hire two tournament operations interns and provide them with a well-rounded experience throughout the summer months. This is a blended internship, meaning interns will have the opportunity to gain experience in all areas of Section tournaments, Player Development, Junior Golf and Marketing. Job responsibilities will include, planning and executing tournaments and events, golf course set up, becoming proficient with the rules of golf, using scoring software, creating signage, writing tournament recaps, creating social media campaigns, and many other aspects of running successful golf tournaments. Interns will travel throughout Minnesota, North and South Dakota to assist in conducting all 18 Drive, Chip & Putt local and sub-regional qualifying events, PGA Jr League post-season events, PGA REACH charity events (100 HOLES for HOPE and Tapemark Minnesota PGA Pro-Am) as well as all Section tournaments and events.

RESPONSIBILITIES:

PLAYER DEVELOPMENT RESPONSIBILITIES:

1. In cooperation with the PGA of America, USGA and Augusta National Golf Club, assist with the day-to-day operations of the Section's Drive, Chip & Putt Championship local, sub-regional and regional competitions
2. Assist with preparation, set up, and execution of all Youth Putting Challenge events
3. Coordinate and officiate PGA Jr. League post-season events
4. Assist with PGA REACH Minnesota events (100 Holes for HOPE, Tapemark Minnesota PGA Pro-Am)
5. Be available and willing to assist with all Player Development initiatives as assigned by full-time staff

TOURNAMENT RESPONSIBILITIES:

1. Provide assistance at various PGA Member tournaments & PGA Tour qualifiers
2. Golf course set-up and preparation, including course marking
3. Scoring of players & scoreboard creation/management, including use of calligraphy
4. Signage creation and on-course staging
5. Rules officiating, pace of play enforcement, and volunteer coordination
6. Equipment inventory, maintenance and replenishment

JUNIOR GOLF RESPONSIBILITIES:

1. Assist Staff in coordinating Junior tournaments.
2. Coordinate Junior Golf events including pairings, course contacts, and scoring.
3. Support Staff with rules officiating, pace of play enforcement, and volunteer coordination.
4. Work closely with Staff to oversee equipment inventory, maintenance and replenishment.
5. Daily office duties including but not limited to answering the phone, checking voicemail, responding to and composing emails, filing, etc.
6. Other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES:

1. Skills in planning, organizing and scheduling.
2. Skills in oral and written communications, including skills in interpersonal communications.
3. Skills in database management.
4. Skills in time management.
5. Skills in organization.
6. Skills in Microsoft Office.
7. Knowledge of Section Management Software (SMS) and Blue Golf tournament management software.
8. Knowledge of the PGA of America, PGA Constitution, membership and apprentice matters.
9. Ability to use standard office machines, including but not limited to: telephone, copier, scanner, and PC.
10. Ability to effectively present information and respond to questions.
11. Ability to apply judgment and decision-making skills.
12. Ability to perform tasks with minimal supervision.
13. Ability to be creative and imaginative.
14. Ability to pay attention to detail.
15. Ability to apply basic mathematical functions.
16. Ability to handle several tasks at a time.
17. Ability to work independently with little supervision.
18. Ability to present oneself in a professional manner and appearance.
19. Ability to stand for extended periods of time (6+ hours per day).
20. Ability to work overtime, including weekends (sometimes up to 15 hours a day).
21. Ability to maintain composure and work under deadline pressure.
22. Ability to organize, prioritize and expedite flow of work.
23. Ability to be flexible.
24. Ability to build effective relationships.
25. Ability to frequently travel within the geographic boundaries of the Minnesota PGA.

POSITION/PHYSICAL CONDITIONS:

1. While performing the duties of this job, the employee is regularly required to stand, walk, talk and hear. The employee is frequently required to sit for long periods of time. The use of hands and fingers to handle objects, tools and controls is required. The employee may occasionally be required to reach, climb, balance, stoop, kneel, crouch or crawl.
2. Must be able to occasionally lift and/or move up to 50 pounds.
3. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
4. While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.
5. Must have reliable transportation and a valid driver's license.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.