



PGA

Pacific Northwest Section

Internship Opportunity

The Pacific Northwest Section PGA of America has an internship opportunity with its Tournament Department. This position will be responsible for assisting the Director of Tournament and Member Programs with the administration of the Section's major championships including the Washington Open, Oregon Open, Rosauers Open, Senior Oregon Open and Northwest Open. The championships are conducted on behalf of the 1,200 members and apprentices in the Pacific Northwest Section.

Primary duties will include:

Administrative

Event preparations

- computer files
- handicapping
- tournament equipment

Media and Communications

- press releases
- member communications

Tournament Site

Course preparation

Equipment set up and take down

Scoring

Volunteer management

Rules

- starting
- officiating

Requirements of Successful Applicant:

General knowledge of golf operations and tournament operations.

Rules of Golf and handicapping knowledge a plus.

Excellent computer skills. Experience in Excel, Access and Golf Genius helpful.

Attention to detail and accuracy a must.

Highly motivated and energetic.

Mechanical ability and physical stamina. Able to lift 50 pounds consistently.

Willingness to work long hours during events.

Able to travel according to the tournament schedule. Often 10 days per month.

Compensation and Benefits:

Non-exempt, seasonal position.

Hourly: \$11.00 per hour plus overtime. Applicant can expect approximately 120 hours of overtime over the entire internship (approximately \$2,000 in overtime pay).

On site tournament travel expenses paid.

Available:

Available May 1, 2018 through August 24, 2018. We will work with a PGM Students class schedule within this date range. Section will preview housing opportunities.

Send resumes to:

Molly Cooper, PGA

Director of Tournament and Member Programs

mcooper@pgahq.com

Deadline for Resumes:

November 1, 2017