



## Southern Texas PGA 3-month Summer Junior Golf Operation Internship

### Background Information:

The Southern Texas Section of the PGA of America is comprised of over 800 golf professionals representing over 200 facilities in Southern Texas. The purpose of our organization is to promote enjoyment and involvement in the game of golf, and to contribute to its growth by providing services to golf professionals and the golf industry.

One of the largest parts of the STPGA is its Junior Golf Program, with over 3,400 junior members and over 350 tournaments a year. This program entails tournaments for the beginner golfer all the way to the highly skilled high school golfer.

### Internship Overview:

This **3-month internship** opportunity is focused around the STPGA Junior Golf Program. It will entail tournament operations, customer service, administrative duties in the office, Drive, Chip, and Putt events, Prestige Tour events, and PGA Junior League Golf. Successful applicants will be responsible for pre-tournament administrative work in the office and on-site tournament duties during tournaments. This internship will also cover a few of the STPGA Professional events where our PGA Professionals participate in tournaments.

This is a full-time job with a minimum of a 40 hour work week. This paid internship will have required weekend work and extensive ground travel will be involved. The intern will be given a month by month schedule of the 3-months upon arrival.

The STPGA is looking at hiring 3-4 interns over the summer and once each intern arrives and goes through our training, the STPGA will determine which interns will focus specifically on different programs within the STPGA such as, the Prestige Tour, Junior League Golf, or Drive, Chip, and Putt just to name a few.

### Start and End Date:

The STPGA would like to have this intern commence his internship on or around May 15 and would run through the STPGA Junior Championship which ends on August 15.

### Job Responsibilities – Operations:

- Assist the Director of Junior Golf with pre-tournament administrative duties such as golf course marking, pairings, scoreboards, etc.
- On-site tournament duties would include registration, starting, live scoring, working with volunteers, being a rules official.
- Manage company equipment, to include inventory and maintenance
- Fulfill standard junior golf membership mail outs, answer the telephone while in the office and help junior golf parents register their children in our program
- Be on-site at all different type of junior golf events throughout the summer

### Qualifications

- Must be willing to learn and take initiative in tournament operations
- Strong work ethic

- Excellent verbal and written communication skills
- Intermediate computer skills - Excel, Outlook, PowerPoint, and Word
- Energetic and outgoing – willing to communicate with parents and members
- PGA Golf Management Student who has completed at least one successful internship is preferred
- Strong interest in tournament administration and operations
- Must be able to lift 50-75 pounds and work outside during the summer

### Compensation and Benefits:

- \$7.50 an hour
- All travel expenses paid
- STPGA staff apparel and uniforms
- Interns will receive training in the Rules of Golf, tournament administration, golf course marking and set up, and computerized tournament programs.
- Access to STPGA Golf Facilities
- STPGA will work with you on housing if needed.

### Application Information and Deadline:

Please send cover letter and resume via email or mail to:

Andrew Gridley  
[agridley@pgahq.com](mailto:agridley@pgahq.com)  
Junior Golf Manager

Southern Texas PGA  
Attn: Andrew Gridley  
21604 Cypresswood Dr.  
Spring, TX 77373

The STPGA will be taking applications until the position is filled. Our goal is to hire someone by the middle of February.