



# PGA

## Iowa Section

### **Internship Posting For Iowa PGA Tournament Internship Summer 2019**

The Iowa PGA Section is established as an association of qualified golf professionals dedicated to promoting the game by positively impacting lives through golf. In this effort, the Section shall provide education and playing opportunities, perpetuate and preserve employment opportunities for its members, and bring awareness and support to the Iowa PGA Foundation. In doing so, the Section shall elevate the image of its members, the PGA and the game of golf.

#### **Iowa PGA Section**

The Iowa PGA office is responsible for serving 250 Iowa PGA members and apprentices that live and work within Iowa and Western Illinois. Our tournament program consists of roughly 20-25 events with a Spring and Fall Membership Meeting. Educational opportunities take place throughout the year and are highlighted by our Teaching and Coaching Summit. The section also runs the Iowa Open and partners with the PGA Tour to help run qualifiers for the Principle Charity Classic and John Deere Classic.

#### **Iowa PGA Foundation**

The foundation which is a 501 © 3 organization runs one of the most successful junior programs in the Midwest. It has over 800 members and runs roughly 50 events throughout the year. The program also runs national programs likes Drive, Chip, and Putt and PGA Junior League. The Foundation also awards college scholarships and helps the military through a variety of programs.

#### **Office Location**

The Iowa PGA Section and Foundation is based in Riverside, IA at Riverside Casino and Golf Resort. This location is roughly 20 minutes south of Iowa City, IA.

#### **Internship Dates**

This is a summer internship that will commence on or around May 13 and run until August 16. The Iowa PGA is looking to hire between 2-4 interns.

#### **Overall Job Description**

This opportunity is focused around the Iowa PGA Junior Golf Program and Iowa PGA Professional Tournament program. It will entail tournament operations, customer service, administrative duties in the office, Drive, Chip, and Putt events, Junior League Events and Junior Golf Events. Successful applicants will be responsible for pre-tournament administrative work in the office and on-site tournament duties.

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

The position will report to both the Iowa PGA Assistant Executive Director and Executive Director.

#### **Employment Description:**

- Pre-tournament preparation which includes pairings, scorecards, rules sheets, score sheets, golf course marking, host facility collaboration, notice to competitors via website
- On-site tournament operations which includes rules officiating, scoring, tee time starter, check-in
- Results and Player of the Year posting
- Website posting
- 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
- Customer Database Maintenance
- Other assigned duties throughout the summer

**Qualifications:**

- Strong moral character and integrity with leadership qualities.
- Extremely detail oriented with ability to multi-task.
- Above average computer skills with extensive experience with Microsoft Office applications.
- Knowledge of BlueGolf tournament software preferred.
- Willing to travel extensively throughout Iowa and Western Illinois.
- Ability to work with a broad spectrum of groups including host professionals, host superintendents, volunteers, amateur golfers, coaches, and sponsors.
- Flexibility for work schedule including some weekends and nights.
- Knowledge of the USGA Rules of Golf and Decisions is preferred.
- Excellent verbal and written communication skills.
- Comfortable speaking publicly in front of large audiences.
- Highly motivated individual willing to assist others in the ultimate success of the team.
- Dependable vehicle for extensive travel schedule and valid driver's license (association reimburses employees for miles traveled).

**Physical Requirements:**

- Work early mornings
- Work outside in extreme weather and temperatures
- Ability to lift objects up to 30 pounds i.e. tents, tables, stakes, and championship signage
- Safely operate a golf cart
- Stand and move around on foot for extended periods of time
- Work long days

**Compensation and Benefits:**

- \$9 per hour
- All travel expenses paid
- Iowa PGA staff apparel and uniforms
- Access to Blue Top Ridge Golf Course

**Application Information and Deadline:**

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

Tess Goudy  
[tgoudy@pgahq.com](mailto:tgoudy@pgahq.com)  
Assistant Executive Director

Iowa PGA  
Attn: Tess Goudy  
3184 Hwy 22  
Riverside, IA 52327

**Please have your resume and cover letter sent in by January 12, 2019.**