



WISCONSIN PGA JUNIOR FOUNDATION INTERNSHIP OPPORTUNITY

About the WPGA Junior Foundation

The WPGA Junior Foundation is a non-profit organization that provides positive opportunities, enjoyment and education to junior golfers. We accomplish this through tournaments, memberships and scholarships. The foundation administers over 110 junior tournaments each summer with different tours for all ages and abilities. www.wiscjuniorgolf.com.

POSITION: Wisconsin PGA Junior Foundation Intern (3 internships available)

TERM OF INTERNSHIP: May 17th – August 27th, 2021 (Flexible)

LOCATION: Milwaukee, WI

JOB DESCRIPTION: Working at the direction of the Director of Junior Golf, the intern will learn all aspects of golf administration including the following:

Tournament and Championship administration:

- ✎ Assist with the processing of tournament applications
- ✎ Assist with preparation of information for competitors
- ✎ Communicate with tournament sites for event set up
- ✎ On site tournament work (Course Marking, Setup, Local Rules, etc.)
- ✎ Prepare materials for competitions, i.e., pairings sheets, scorecards, scoresheets, local rules sheets, and hole location sheets
- ✎ Assist rules officials and administrators at tournament site
- ✎ Compile data for Player of the Year points system
- ✎ Tournament coordinator for Par 3 Tour and Future Champions Tour
- ✎ Assist Junior Tour Director at Junior Tour events and Players Tour events
- ✎ Administer Drive, Chip & Putt program

General office administration:

- ✎ Answer phone, respond to email inquiries, assist with mailings
- ✎ Assist with maintenance and updating of social media

Qualifications: Strong consideration will be given to individuals who:

- ✎ Are pursuing an education in sports administration or related field
- ✎ Knowledge of golf and golf terminology
- ✎ Ability to travel around state of Wisconsin (access to automobile)
- ✎ Willing to work some weekends, early mornings and long days as needed
- ✎ Demonstrate strong computer skills (Word, Excel, and database programs)
- ✎ Strong work ethic and willingness to learn

COMPENSATION & BENEFITS: Approximately \$1,600 per month (based on 40 hours per week)
Player Assistant positions will pay \$50 per event/day
WPGA Staff apparel
Reimbursement of travel expenses

PLEASE SEND OR EMAIL COVER LETTER AND RESUME TO:

Andy Landenberger
Wisconsin PGA Junior Foundation
11350 W. Theo Trecker Way
West Allis, WI 53214
Email: alandenberger@pgahq.com

APPLICATION DEADLINE: January 7th, 2021 – Subject to change as positions are filled.

