



# PGA

Wisconsin Section  
Junior Foundation

## 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 90 junior tournaments each summer with different tours for all ages and abilities. [www.wiscjuniorgolf.com](http://www.wiscjuniorgolf.com).

**POSITION:** Wisconsin PGA Junior Foundation Intern (3 internships available)  
**TERM OF INTERNSHIP:** May 18<sup>th</sup> – August 27<sup>th</sup>, 2017 (Flexible)  
**LOCATION:** Milwaukee, WI

**JOB DESCRIPTION:** Working at the direction of the Junior Tour Director, 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 Pepsi 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:** \$1,525.00/month  
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](mailto:alandenberger@pgahq.com)

#### **APPLICATION DEADLINE:**

February 10<sup>th</sup>, 2017