



# PGA

Illinois Section

## EVENT OPERATIONS INTERN

### **The Organization:**

Founded in 1916, The Illinois Section of the PGA of America is a professional organization serving the men and women golf professionals in northern and central Illinois who are the recognized experts in growing, teaching and managing the game of golf. The Illinois PGA is responsible for the administration of competitive golf tournaments, educational opportunities, support programs and growth of the game initiatives. With over 850 members and associates, the Illinois PGA is the 12th largest of the 41 regional entities or “Sections” that comprise the PGA of America.

### **The Position:**

- Four (4) month Illinois PGA internship.
- May 11, 2020 – August 14, 2020 (dates are flexible for students returning to school). The Illinois PGA office is located in Glenview, Illinois.
- Two (2) available internship positions.

### **Responsibilities:**

#### IPGA Section Tournaments

- Assist tournament staff with on-site tournament responsibilities, including, but not limited to, operational set-up, golf course set-up, and starter/scoring duties.
- Support full time staff in tournament preparation, including, but not limited to, production of event pairings, rules sheets, score boards, scorecards, and course marking.
- Coordinate with the host PGA Professional & superintendent for event arrangements.
- Assist full time staff in statistical tracking and reporting of online tournament registrations and player’s associated eligibility requirements, or any other internal reporting desired.
- Execute regular posting and updating of Illinois PGA’s tournament news and results to the Illinois PGA’s social media outlets. Be fluent using Instagram, Twitter, and Facebook.

#### Drive, Chip & Putt and Other Events

- In cooperation with the PGA of America, USGA and Augusta National Golf Club assist with the day-to-day operations of the Section’s Drive, Chip & Putt Championship local, sub-regional and regional competitions.
- Execute regular posting and updating of Drive, Chip & Putt news and results to the Illinois PGA’s social media outlets. Be fluent using Instagram, Twitter, and Facebook.
- Be available and willing to perform other in-office or on-site duties as assigned by full-time staff, including support of all Illinois PGA departments when needed.



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### Qualifications:

- Completion of a four (4)-year college degree, or students working toward bachelor's degree.
- Golf background or a strong interest in golf.
- High moral character and integrity with leadership qualities.
- Superb problem solving skills and the ability to make decisions independently.
- Prepared to work long hours during the Illinois PGA's tournament season.
- Strong interpersonal skills with an exceptional ability to communicate effectively and present information to a variety of audiences.
- Demonstrated excellent written communications skills focused on quality and clarity of message.
- Knowledge & experience working with BlueGolf tournament software a plus.
- Ability to work in a collaborative manner with fellow administrative staff members in a team atmosphere.
- Proficiency with Microsoft Office suite, online communication technologies and social media trends required.
- Willing to travel extensively throughout Illinois and the Chicago area.
- 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 weekends and evenings.

### Compensation & Benefits:

- \$500.00 weekly stipend.
- Mileage reimbursement for tournament travel.
- Staff apparel.
- Travel throughout the Illinois PGA's service area is required. Valid driver's license and clean driving record required.
- This position will not provide housing.

PLEASE EMAIL COVER LETTER AND RESUMES TO:

*Brad Slocum*  
*Director of Tournament Operations*  
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