

Employment Opportunity

Description:

The Met PGA is seeking a Tournament Operation Intern for the 2022 golf season. Qualified applicants must be available to work Monday-Friday. This internship can be a paid position and/or taken for college credit depending on the guidelines of your school. This internship will provide experience in professional golf events.

Internship Dates:

4 – 7 Month Internship: Candidate must be available from May 15 - September 30. Internship start time/end time can be catered for the right candidate.

Requirements

- ❖ Basic golf knowledge (Rules of Golf experience a plus)
- ❖ Ability to work and communicate effectively in a team atmosphere
- ❖ Highly self-motivated
- ❖ Completed at least 1 year of college - PGM/Sports Management majors preferred
- ❖ Strong work ethic and desire to excel in sports industry
- ❖ Excellent communication and public relation skills
- ❖ Basic computer knowledge and skills (Microsoft Office)
- ❖ Basic understanding of on-line communication concepts
- ❖ Willingness to work long hours/early hours
- ❖ Reliable transportation necessary

Responsibilities

- ❖ Assist Tournament Director and Assistant Tournament director with coordination of day-to-day association activities
- ❖ Manage company equipment, to include inventory and maintenance. Loading and unloading Tournament Van. Inputting Player of the Year points into database.
- ❖ Daily Activities include but not limited to: office management, database management, website maintenance, tournament scheduling, tournament preparations, coordination of tournament and event materials (banners, flags, Pro-Am giveaways, scorecards, rule sheets)
- ❖ On Site Event Administration - Include but not limited to: starting, pace of play, rules officiating, scoring, website management.
- ❖ Travel to host event sites throughout the Metropolitan Area
- ❖ Assist with the administration of 70+ events throughout the summer
- ❖ Professionally interact with Members, Professionals, and Host Site Staff

Salary/ Benefits:

- ❖ Hourly salary
- ❖ Uniform Provided
- ❖ Great opportunity to network with various professionals in golf business
- ❖ Please Note: We DO NOT provide housing.

Interested candidates should send resume to Steve Guasco at sguasco@pgahq.com