



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

**POSITION #1:** Wisconsin PGA Junior Foundation Intern (1 internships available)

**TERM OF INTERNSHIP:** May 16<sup>th</sup> – August 30<sup>th</sup>, 2022 (Flexible)

**LOCATION:** Milwaukee, WI

**POSITION #2:** American Family Insurance Championship Intern (1 internship available)

**TERM OF INTERNSHIP:** May 16<sup>th</sup> – June 18<sup>th</sup> with AMFAM Championship, then transition into internship with Junior Foundation. Weekend work required on June 4&5 and June 11&12. June 20<sup>th</sup> to August 30<sup>th</sup> with Junior Foundation. (Flexible).

**LOCATION:** Madison, WI (University Ridge GC)

**JOB DESCRIPTION POSITION #1:** 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 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 POSITION #1:**

Approximately \$1,600 per month (based on 40 hours per week)

WPGA Staff apparel

Reimbursement of travel expenses



**JOB DESCRIPTION POSITION #2:** This will be a unique experience for a summer internship. This intern will start out working for the American Family Insurance Championship in Madison. Once this tournament ends in June this intern would then transition to an internship with the WPGA Junior Foundation assisting in administering junior golf events the rest of the summer.

Support Tournament Director, Tournament Manager, Tournament Coordinators and Foundation Board Members with all aspects related to the execution of the PGA TOUR Champions event with specific responsibilities related to:

**American Family Insurance Championship administration:**

- ☞ Honorary observer onsite activation
- ☞ Pro-Am Tournament support
- ☞ Shipping & inventory management support
- ☞ Social Media and website support
- ☞ Special events Support (Celebrity Group, Charity Challenge, Concert, Media Day support, Pro-Am party, Sponsor events)
- ☞ Ticketing support
- ☞ Tournament Operations support
- ☞ Videoboard content support
- ☞ Youth Skills Challenge
- ☞ Represent the Steve Stricker American Family Insurance Foundation and WI PGA Jr. Foundation in a positive and respectful manner to all patrons, sponsors, suppliers, golf course personnel, volunteers and staff.

**General office administration:**

- ☞ Answer phone, respond to email inquiries, assist with mailings

**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.
- ☞ The weekends of June 4&5 and June 11&12 are required work dates.
- ☞ Demonstrate strong computer skills (Word, Excel, and database programs)
- ☞ Strong work ethic and willingness to learn

**COMPENSATION & BENEFITS POSITION #2:**

Approximately \$1,600 per month (based on 40 hours per week)

American Family Insurance Championship apparel

WPGA Staff apparel & travel expense with Junior Foundation

**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:** January 7<sup>th</sup>, 2022 – Subject to change as positions are filled.