

CAROLINAS PGA 2025 INTERNSHIP OPPORTUNITY



CAROLINAS

DESCRIPTION

The Carolinas Section of The PGA of America (CPGA) is the largest of the PGA of America's 41 sections, serving over 2,200 PGA Professionals and Associates in North & South Carolina. The CPGA annually offers internship positions to assist with Carolinas PGA Section administration and operations each summer. The position will be titled "CPGA Operations Assistant". These positions gain a total experience in PGA Section administration, assisting with tournament operations, foundation activities, and marketing & communications. This opportunity can provide valuable experience leading to a career in golf administration. It also provides a very wide networking opportunity with hundreds of PGA Professionals in the Carolinas Section. Complimentary housing at the CPGA office is included with this internship. This is a paid internship.

TIME PERIOD

- January – August (approx. 8 months total)
- Start date is flexible for the desired candidate

DUTIES & RESPONSIBILITIES

- CPGA Tournament Program (80%)
 - Travel to assist at various CPGA Member championships & PGA TOUR qualifiers
 - Golf course set-up and preparation, including course marking, starting, tournament scoring area, material preparation
 - Production, printing & staging of event & sponsor signage
 - Rules officiating and pace of play enforcement
 - Utilization of BlueGolf tournament software
 - Equipment inventory, organization & maintenance
- Media & Public Relations (15%)
 - Draft press releases and articles for various CPGA tournaments, events, & magazines
 - Tournament marketing & promotion through social media outlets and photography
- Player Development & PGA Reach Foundation (5%)
 - Travel to provide support at various local & sub-regional Drive, Chip & Putt events



QUALIFICATIONS

- **Required**
 - Must be a college or university student receiving credit for internship experience
 - Experience in and a passion for golf & general knowledge of the game of golf
 - Strong interpersonal skills, attention to detail, well-organized, punctual, energetic, & able to multi-task
 - Strong work ethic & physical stamina, ability to work & communicate in a team environment & travel extensively
 - Excellent communications skills (written & verbal) and computer skills, especially with Microsoft Word & Excel
 - Capable of driving 2-5 hours at a time and lifting heavy equipment up to 50 lbs
- **Preferred**
 - 21 years of age or older
 - Sport Management Student, PGA Golf Management Student, or related field of study
 - Familiarity with BlueGolf and/or other computer tournament software
 - Experience with Photoshop, Canva, and/or other computer design programs is a plus
 - Experience with Google Docs and the Microsoft Office Suite

BENEFITS

- **Complimentary on-site housing** at CPGA office complete with living area, kitchen, private bedroom with private bathroom
- \$2,000 per month stipend
- Paid-for travel expenses (hotel, meals, etc.) while on assignment
- Incredible playing & practice privileges at Bryan Park GC and other area facilities
- Staff social event outings
- CPGA logo'd apparel

WHERE ARE THEY NOW

- Our past interns have landed careers at:
 - North Texas PGA Section
 - Augusta National Golf Club
 - PGA of America
 - Carolinas Golf Association
 - Georgia State Golf Association
 - Tennessee PGA Section
 - Carolinas PGA Section
 - First Tee - Triangle
 - Valley Hill Country Club
 - Watersound Club

APPLICATION REVIEW/TIMELINE:

Applications will be reviewed and top candidates will be asked to conduct a phone or video chat interview and possibly an in-person interview (if applicant is local). We hope to determine the successful candidate by November 15th and will follow up with all applicants via e-mail as to their status.

APPLICATION DEADLINE: Open until filled

SEND COVER LETTER AND RESUMÉ TO

Patrick O'Reilly
Assistant Tournament Director

Carolinas PGA Section
6271 Bryan Park Road
Browns Summit, NC 27214
poreilly@pgahq.com

Emails only please

