

# INDIANA GOLF



INDIANA SECTION

Promoting the Game, Honoring the Tradition.

## INDIANA GOLF OFFICE

### Tournament Assistant Internship– IGA-PGA

3 month internship

#### Description

The Indiana Golf Office is looking for motivated, capable and mature applicants to serve as Tournament Assistant for Indiana Golf Association, Indiana Section PGA and Indiana Women's Golf Association events. Intern will travel extensively throughout the State of Indiana. Intern will report directly to the Indiana Golf Office Tournament Director.

#### Job Responsibilities

- Assist Tournament Director with all aspects of tournament organization and administration
- Assist with golf course set-up and preparation
- Assist with pre and post-tournament administrative work
- On-course Rules officiating
- Customer Service
- Working with golf course staff, including professionals and maintenance staff
- Ability to travel extensively throughout Indiana
- Use of BlueGolf tournament software
- Additional office administrative, tournament and program assistance as needed

#### Job Qualifications

- Interest in pursuing a career in golf or sports management or event management/operations
- Golf knowledge is preferred, but not mandatory
- General understanding of the Rules of Golf preferred
- Efficient multi-tasking, time management and organizational skills
- Ability to work, travel and communicate in a team environment.
- Excellent communication and face to face interaction skills
- Willingness and ability to travel extensively with self-provided transportation
- All interns will be subject to a background check before the start of employment

#### Physical Demands

- Work outside in potentially extreme weather and temperatures
- Stand and/or walk for extended periods of time
- Operate own vehicle and golf carts
- Ability to spot golf balls on course
- Work potentially long hours, including very early mornings
- Lift and transport equipment up to 50 lbs.

#### Work Schedule

Employment runs May-August with flexible start and finish dates

5-6 days per week, with time split between the Indiana Golf Office and various tournament sites

## **Compensation**

\$7.25/hr plus overtime for hours worked over 40hrs., for length of the internship

Mileage for tournament travel is reimbursed at \$0.50 per mile

Tournament related expenses such as lodging and meals is covered by the IGO

Interns will be provided staff shirts and one piece of outerwear

Intern is responsible for providing their own staff pants/shorts/skorts, tournament shoes (tennis shoes or golf shoes) and rain gear

## **About the Indiana Golf Office:**

The Indiana Golf Office is comprised of five organizations including: The Indiana Section PGA, the Indiana Golf Association, the Indiana Women's Golf Association, the Indiana Golf Foundation and The First Tee of Indiana. The IGO is also home to the Indiana Golf Hall of Fame.

**MISSION:** The Indiana Golf Office exists to provide quality programs and experiences to both active and interested people in an effort to promote, develop and enhance the game.

**VISION:** With one staff working in unison as the administrative arm for all five organizations, the Indiana Golf Office provides a vital hub for golf in Indiana, therefore providing opportunities to our constituencies in order to positively influence the golfers of today and tomorrow.

## **Resume Deadline Date– January 5, 2020**

### **Application Instructions**

Resumes for this position will be accepted via email at [tdehaven@indianagolf.org](mailto:tdehaven@indianagolf.org). The subject line of the email should read: "Last Name, First Name– IGAPGA Resume." Please combine your cover letter, resume and any additional materials as one PDF file attached to the email.

Emails or cover letters may be addressed to:

Todd DeHaven  
Tournament Director  
Indiana Golf Office

Candidates will be contacted via email upon receipt of their resume. Candidates selected for interviews will be notified of the next step in the process. Interviews will likely begin the first or second week in December.

Candidates may be interviewed for Indiana Golf Office positions other than what they have directly applied for.

**\*\*Positions may be filled prior to the January 5, 2020 submission deadline**