



PGA OF CANADA SPRING/SUMMER INTERNSHIP

PROFESSIONAL GOLFERS' ASSOCIATION OF CANADA

The Professional Golfers' Association of Canada is a member based non-profit organization representing over 3,700 golf professionals across Canada. The Association was founded in 1911 which makes it the oldest professional golf association in North America.

RBC PGA SCRAMBLE

The RBC PGA Scramble is a national series of events taking place at more than 150 golf facilities around the country in 2021, culminating with Regional Finals and the RBC PGA Scramble National Championship in October.

SUMMER INTERNSHIP DATES:

May 10 – August 27, 2020

DESCRIPTION:

The PGA of Canada is looking for a qualified applicant to work within the National Championships department within the PGA of Canada. More specifically, the intern will be assisting with the RBC PGA Scramble. This job will entail preparing, organizing, and assisting with events across the country. This job will be in-office and may require some local travel. More information regarding the RBC PGA Scramble can be found at <https://rbcpgascramble.com/>.

TYPICAL HOURS:

Office days are Monday to Friday, from 8:30 AM – 4:30 PM. However, with the high volume of events throughout the summer months, you may receive communication outside of these hours.

CAREER ENRICHMENT:

There are countless benefits to participating in the PGA of Canada Internship. This role will help to give you a better understanding of how to successfully run a golf tournament, and the pre-tournament preparation that is required for such a wide-spread grass-roots program. You will communicate with influential and successful members, golf professionals, directors of golf and sponsors. In addition to the contacts made, the internship also serves as a training ground for full-time employment with the PGA of Canada. Some full-time PGA of Canada staff have been hired following their time as a summer intern.

CORE RESPONSIBILITIES & PRIORITIES:

The intern will assist with day-to-day operations and everything that is involved with conducting a professional golf tournament, and the administration of all RBC PGA Scramble events. Some of the duties and responsibilities include:

PGA OF CANADA

13450 DUBLIN LINE, ACTON, ON L7J 2W7

TEL: 1-800-782-5764 FAX: 519-853-5449

www.pgaofcanada.com email: info@pgaofcanada.com



- General pre-tournament set-up and preparation
- Fielding calls and emails from PGA Members and amateur golfers
- Administrative tasks
- Moderating equipment inventory, maintenance and shipping schedule
- Deliver high-quality customer service to all partners, participating facilities, volunteers and players

REQUIRED SKILLS:

- 3rd or 4th year College/University student preferred
- Ability to work and communicate in a team atmosphere
- Highly motivated
- Excellent communication and public relations skills
- Excellent organizational skills
- Computer knowledge, skills and efficiency
- Bilingualism (French & English) an asset (but not mandatory)

ATTIRE:

The PGA of Canada National Office maintains a business casual dress code.

SALARY:

\$525/week

TO APPLY:

Please send cover letter and resume to:

PGA of Canada

Championships Department – Internship

13450 Dublin Line,

Acton, ON L7J 2W7

Email : wayne@pgaofcanada.com

APPLICATIONS:

Application deadline is Friday, February 26, 2021. Please note, only those selected for an interview will be contacted by March 5, 2021.

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