



RBC PGA SCRAMBLE – SUMMER INTERN

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.

WORK TERM

May 16, 2022 to September 9, 2022

DESCRIPTION

The PGA of Canada is looking for **two (2)** qualified applicants to work with 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 remotely throughout 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

Scheduled regular office hours are 8:30am – 4:30pm with a one-hour break for lunch. Scheduled hours and days are subject to change during events and may include weekends and holidays.

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 while others have gone to other jobs within the industry.

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



CORE RESPONSIBILITIES AND 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:

- 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

REQUIREMENTS

- 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
- Computer knowledge, skills, and efficiency
- Bilingualism (French & English) an asset
- Due to the nature of this position, the successful candidate should be fully vaccinated.

COMPENSATION AND BENEFITS

- Salary of \$525 CAD per week
- Travel within Canada
 - All business-related travel expenses are covered
- Access to partner discounts
- Access to golf and driving range (if permitted)

TO APPLY

Please send cover letter and resume to hiring@pgaofcanada.com.

APPLICATIONS

Application deadline is April 1, 2022. Please note, only those selected for an interview will be contacted by April 5, 2022. Interviews will take place the week of April 11, 2022.



ACCOMMODATION:

The PGA of Canada is an equal opportunity employer, and we are committed to creating an accessible and inclusive organization as well as providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. Disability-related accommodation during the application process is available upon request.

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