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 150 junior tournaments each summer with different tours for all ages and abilities. www.wiscjuniorgolf.com.

POSITION #1: Wisconsin PGA Junior Foundation Intern (6 internships available)
TERM OF INTERNSHIP: May 12th – August 27th, 2027 (Flexible)
LOCATION: Milwaukee, WI

POSITION #2: American Family Insurance Championship Intern (1 internship available)
TERM OF INTERNSHIP: Week of May 10th – June 16th with AMFAM Championship, then transition into internship with Junior Foundation. Weekend work required on May 29 - 30 – June 12-13. June 15th to August 27th with Junior Foundation. (Can be flexible on start date based on school completion date).
LOCATION: Madison, WI (University Ridge)

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:
$13 per hour and approximately $2,250 per month (based on 40 hours per week)
WPGA Staff apparel
Reimbursement of travel expenses

JOB DESCRIPTION POSITION #2: This summer internship offers a unique experience, beginning with the American Family Insurance Championship in Madison. After the tournament concludes in June, the intern will transition to working with the WPGA Junior Foundation, helping to administer junior golf events for the remainder of the summer.

Intern will 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, Media Day support, Pro-Am party, Sponsor events)
- Ticketing and parking pass support
- Tournament Operations support
- Videoboard content support
- 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:

- Respond to phone messages and email inquiries. Assist with management of ticketing database. Tracking and organizing onsite deliveries.

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 5-6 and June 12-13 are required work dates.
- Demonstrate strong computer skills (Word, Excel, and database programs)
- Have access to a computer
- Strong work ethic and willingness to learn

COMPENSATION & BENEFITS POSITION #2:
$13 per hour and approximately $2,250 per month (based on 40 hours per week)
American Family Insurance Championship apparel and meals during tournament week
WPGA Staff apparel & travel expense with Junior Foundation

PLEASE SEND OR EMAIL COVER LETTER AND RESUME TO:
Andy Landenberger - Email: alandenberger@pgahq.com
Wisconsin PGA Junior Foundation
11350 W. Theo Trecker Way
West Allis, WI 53214
APPLICATION DEADLINE: January 4th, 2027 – Subject to change as positions are filled.