

## 2024 PKBGT Tournament Assistant Internship

### *opportunities to focus in administration/ops/promotions/communications*

---

The PKBGT is looking for talented and well-rounded applicants to serve as a Tournament Assistant intern(s). The internship will include traveling to different events, pre-tournament ops, social media, and other duties as assigned.

#### **Responsibilities**

- Provide Support to the Tournament Director prior to and at events
- General tournament set-up and preparation to PKBGT specifications
- Setting up the golf course for events to PKBGT specifications, including: setting tees, marking penalty areas, posting scoreboard, hanging promotional banners, etc...
- Active on-site at tournaments, duties include: registration, first tee starter, pace of play and ruling oversight, and scoring
- Promote and engage customer base through social media and web platforms, duties include: Write and publish blogs, press releases, event previews, take pictures of events and awards, Instagram features and images

#### **Qualifications**

- Highly motivated individual with acute attention to detail and process
- Excellent communication, public speaking and public relations skills
- Ability to work efficiency, multi-task, and maintain time management
- Golf knowledge is preferred, but not mandatory
- Basic computer knowledge and skills (Microsoft Office), Photoshop a plus

#### **Work Schedule & Logistics:**

- Contract Dates – As early as Mid-May ending as late as Early August
- Training at PKBGT Offices in Greensboro, NC – mid-May
- On-Site Assistance at various events on the PKBGT Tournament Schedule
- Ability to lift 20 pounds to move supplies
- Significant travel, including weekends, required to events
- Must have valid US driver's license

#### **Compensation:**

- Weekly Stipend of \$400 per week based on ~ 40 hours
- Travel, meals & lodging for events provided by employer as required
- Reimbursement for mileage for event travel when using own vehicle (GGA set reimbursement is 0.36 cents per mile). Typical travel will be with tournament staff in PKBGT vehicle.

---

#### **Peggy Kirk Bell Girls' Golf Tour**

an initiative of the Girls Golf of America Inc  
a 501(c)3 non-profit foundation

5836 Bur-Mil Club Road, Greensboro, NC 27410  
336-347-8537 (office) 336-450-1057 (fax)  
[www.pkbgt.org](http://www.pkbgt.org)