



AMERICAN JUNIOR GOLF ASSOCIATION
Traveling Internship Announcement
Operations Intern

About the AJGA

The American Junior Golf Association is a 501(c)(3) nonprofit organization dedicated to the overall growth and development of young men and women who aspire to earn college golf scholarships through competitive junior golf.

Description

The AJGA is looking for talented and well-rounded applicants to serve as operations interns. **The operations internship is an entry-level position and you must be 21 at the start of the internship. Interns will travel extensively throughout the United States during the internship to help conduct national junior golf tournaments.**

Job Responsibilities

- On-course rules officiating
- General tournament set-up and preparation
- Golf course set-up and preparation
- Start and score players
- Monitor equipment inventory, maintenance and replenishment
- Public speaking
- Customer Service
- Operation and maintenance of company vehicles
- Working with golf course staff, sponsors, stakeholders and volunteers
- Maintain and work within a tournament budget

Job Qualifications

- Golf knowledge is a preferred, but not mandatory
- Experience in event management/operations is preferred
- Past experience in a team environment
- Efficiency, multi-tasking and time management
- Ability to work and communicate in a team atmosphere
- Highly motivated and self-starter
- Willingness to take an active leadership role
- Excellent communication and public speaking skills
- Basic computer knowledge and skills (Microsoft Office)
- Fiscally responsible

Physical Demands

- Work outside in extreme weather and temperatures
- Work in direct sun exposure
- Drive and operate company vehicles, golf carts and travel via plane if necessary
- Use and operate company equipment, i.e. radios/walkie-talkies
- Ability to spot golf balls on the course
- Stand and walk for extended periods of time
- Communicate both verbally and in writing
- Lift equipment up to approximately 50 pounds

Details and Application:

- Additional details can be found at www.ajga.org/careers
- **Spring and Summer Season (mid-March – mid-May/ mid-May – August/Labor Day)**

- **You must be at least 21 years old prior to the start of the internship**
- The AJGA will pay a \$225 per week stipend for the spring and a \$250 per week stipend for the summer.
- All tournament-related expenses (lodging, food, gas and laundry) will be paid by the AJGA
- In limited instances a week off could happen for a team. In this case all travel, food and lodging will be on each individual if they determine to go home or stay in the city in which they are located. In this case, time off is unpaid.
- Travel to and from Atlanta prior to and after the internship will be on a stipend basis.
- Each intern will be provided with an assortment of Ralph Lauren clothing, Under Armour® shoes and Under Armour® sunglasses

To Apply

All materials must be submitted at once **AFTER** you complete the application. All materials are to be addressed to Lauren Shelly, Director of Recruiting and Special Events via email (lshelly@ajga.org), fax (678-425-1653), Dropbox or mail (1980 Sports Club Drive, Braselton, GA 30517).

- Application – Found at www.ajga.org/careers
- Cover letter
- Resume
- Three-year state issued driving record (Obtain from contacting your DMV)
- One written letter of recommendation and three references

PLEASE NOTE: Applicants will not be considered unless all materials are submitted. Upon receipt of all materials an email will be sent to you. Pending the review of your application and successfully moving to the next stage of the hiring process a consent form for a criminal background check will be sent to you.

Deadline Dates

Spring Priority Deadline: October 30, 2014
 Spring Final Deadline: November 18, 2014
 Summer Priority Deadline: December 10, 2014
 Summer Final Deadline: January 15, 2015

Intern Recruiting Weekend: March 6–March 8, 2015*
**Intern Recruiting Weekend is mandatory and only applicable to summer internship applicants.*