



POSITION: Colorado Golf Association - 3-Month Operations Internships (3 open positions)

APPROXIMATE DATES: May 15 – August 15, 2018

LOCATION: Greenwood Village (Denver), Colorado

JOB DESCRIPTION: These internships are designed to focus on golf administration and instruction through the Junior Golf Alliance of Colorado and the Colorado Golf Association. Duties will include but are not limited to on-site tournament administration, Rules of Golf implementation, media communication, online tournament schedule management, volunteer coordination, communication of tournament information to competitors, posting of results, and general office duties. This position will also be exposed to other aspects of amateur golf administration including the USGA Handicap and Course Rating systems and men's championships.

REQUIREMENTS:

- An individual that is self-motivated, personable, and has an interest in golf administration.
- An individual with the ability to handle themselves in conflict situations, as well as in the enforcement of policies and procedures.
- Computer literate using MS Office.
- Excellent written, verbal and public relations skills.
- Good leadership and organizational skills.
- Ability to work with all ages from junior to senior.
- A background in the game of golf and rules of golf knowledge is beneficial.

BENEFITS:

- Salary – \$1,650 a month plus job-related expenses.
- Opportunity to learn about all aspects of youth golf management, in a very successful program that is striving for growth and improvement.
- Access to association's golf course.

DEADLINE to APPLY: **February 4, 2018**

SUBMIT RESUME TO: Colorado Golf Association
Attn: Ashley Barnhart
5990 Greenwood Plaza Blvd., Suite 102
Greenwood Village, CO 80111

Or via email to: abarnhart@coloradogolf.org

Please submit resume, cover letter and list of a minimum of three references.

For more information on the Colorado Golf Association, please visit our website at www.coloradogolf.org