
Colorado Junior Golf Association

CJGA Operations Internship

- POSITION:** 3-Month CJGA Operations Internship
- APPROXIMATE DATES:** May 17 – August 15, 2010
- LOCATION:** Greenwood Village (Denver), Colorado
- JOB DESCRIPTION:** This internship is designed to focus primarily on junior tournament administration. 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 – \$1550 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:** **March 1, 2010**
- SUBMIT RESUME TO:** Colorado Golf Association
Attn: Briena Goldsmith
5990 Greenwood Plaza Blvd., Suite 130
Greenwood Village, CO 80111
- Or via email to: BrienaG@COgolf.org
- Please submit resume, cover letter and list of a minimum of three references.
- INQUIRIES:** Briena Goldsmith, BrienaG@COgolf.org

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