
Colorado Junior Golf Association

Youth Programs

POSITION: 11-Month USGA P.J. Boatwright, Youth Programs Internship

APPROXIMATE DATES: January 14 – December 12, 2008

LOCATION: Greenwood Village (Denver), Colorado

JOB DESCRIPTION: This internship involves exposure to all aspects of youth golf administration including, but is not limited to: membership coordination; tournament administration; website administration; maintenance of the Colorado Junior Golf Master Schedule; Winter Educational Series administration; assistance to developmental youth golf programs at association's golf course; coordination of fundraising activities for junior golf as well as the Eisenhower Evans Caddie Scholarship Program; volunteer administration; media relations; newsletter publishing; exposure to all golf association departments; and general office administration.

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.
- A good background in golf and rules of golf knowledge is beneficial.

BENEFITS:

- Salary – \$1550 a month plus job-related expenses.
- Access to association's golf course.
- Opportunity to learn about all aspects of youth golf management, in a very successful program that is striving for growth and improvement.
- Attendance at the P.J. Boatwright, Jr. Internship Orientation held in Far Hills, New Jersey.

DEADLINE to APPLY: **December 7, 2007**

SEND RESUME TO: Colorado Junior Golf Association
Attn: Dustin Jensen, Director of Youth Programs
5990 Greenwood Plaza Blvd., Suite 130
Greenwood Village, CO 80111

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

INQUIRIES: Dustin Jensen, dustin@cogolf.org

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