



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

**DATES:** May 15 – August 15, 2019 (approximate)

**LOCATION:** Greenwood Village (Denver), Colorado

**JOB DESCRIPTION:** These internships are designed to focus on golf administration through the Colorado Golf Association and the Junior Golf Alliance of Colorado. 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. Primary duties require working as a team to conduct events at multiple golf courses across the state of Colorado.

**REQUIREMENTS:**

- Organized and detail oriented.
- Self-motivated, personable, and has an interest in a career in golf.
- Ability to handle conflict situations, as well as in the enforcement of policies and procedures.
- Computer literate using Microsoft Office.
- Ability to multi-task and prioritize.
- 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:**

- Paid hourly, plus overtime and job-related expenses.
- Opportunity to learn about all aspects of golf management.
- Access to association's golf course on space-available basis.

**DEADLINE TO APPLY:** March 8, 2019

**SUBMIT APPLICATION TO:** Ashley Barnhart  
Managing Director of Golf Operations  
abarnhart@coloradogolf.org

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

For more information, please visit our websites at [www.coloradogolf.org](http://www.coloradogolf.org) and [www.juniorgolfcolorado.org](http://www.juniorgolfcolorado.org).