



Broadmoor Caddie & Leadership Academy Intern

Organization Mission: The CGA's mission is to make golf and all it offers available to everyone. This includes services such as handicap management, course rating, events, clinics, tournaments, membership, and community outreach programs. The United States Golf Association licenses the CGA as the "Allied Golf Association" of record for Colorado. More than 92,000 members enjoy all that the CGA has to offer.

Reports To: Manager of Caddie Development - BCLA

Job Core Functions: Broadmoor Caddie & Leadership Academy

JOB DESCRIPTION

The Broadmoor Academy Intern supports all Broadmoor Caddie & Leadership Academy (BCLA) activities at The Broadmoor Golf Club.

PRIMARY JOB RESPONSIBILITIES

Broadmoor Caddie & Leadership Academy

- Works with the Manager of Caddie Development to fulfill daily operations of the BCLA.
 - Assign, fill, and track caddie loops via ClupUp software and one-to-one communication with junior caddies.
 - Maintain accurate records of caddie activity in Google Docs and Sheets, as established by CGA staff.
 - Assist in training and mentoring of all caddies.
 - Ensure daily caddie supplies (drinks, snacks, caddie equipment, safety supplies, etc.) are fulfilled.
- Build relationships with golfers and "caddie enthusiasts" to ensure caddie loop goals are met.
- Promote the BCLA to members at The Broadmoor Golf Club.
- Communicate regularly with all involved parties.
- Attend caddie-related meetings.

TRAITS AND QUALIFICATIONS

- Ability to work evenings and weekends.
 - Computer literate using Microsoft 365, Monday.com, and other basic software programs.
 - Excellent written and verbal communication skills.
 - Propensity for detail.
 - Excellent customer service and collaboration skills.
 - Self-motivated individual with a strong work ethic and enthusiasm for teamwork.
 - Organizational skills proven to prioritize tasks adequately.
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COMPENSATION AND BENEFITS

Salary Range: \$16.00 to \$18.00 per hour, non-exempt, seasonal

Schedule: June through August

Benefits

- **Mileage Reimbursement:** Mileage reimbursement for outside events.
- **Golf Course Access:** With advance notice, All CGA employees can access CommonGround Golf Course at no cost (golf, practice facility, and kids' course).

Colorado Golf Association is committed to creating a diverse and inclusive working environment and is proud to be an equal-opportunity employer. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, veteran status, or non-merit factors.

TO APPLY

Email the following documents to Emily Olson, Director of Caddie Development | eolson@coloradogolf.org

1. Cover letter
2. Resume and professional references

Deadline: Open until filled.