



POSITION: 2024 CGA Programs & Admin Internship – 3-Month
APPROXIMATE DATES: Mid-May – Mid-August (*flexible start/end dates*)
If interested in a longer/shorter internship, opportunities may exist.
LOCATION: Greenwood Village (Denver), Colorado

INTERNSHIP OVERVIEW

This internship involves exposure to all aspects of youth golf programming and player development programs. Exposure to tournament and general office administration is likely. This internship requires immense teamwork and cooperation.

PRIMARY JOB RESPONSIBILITIES

- Serve as the on-site assistant coordinator for outreach programs at CommonGround GC.
- Assist with participant registration, coordination, and communication for outreach programs.
- Assist with website and social media management for CGA program related activities.
- Assist in lesson plan and curriculum development and preparation for CGA programs.
- Assist with equipment inventory and management.
- Assist with volunteer management for CGA programs.
- Perform general office and tournament administration tasks (printing, material development, general customer service).
- Provide on-site support for CGA tournaments and events as needed.

QUALIFICATIONS

- Interest in golf administration or golf instruction preferred.
- Ability to handle small and large groups of youth.
- Self-motivated and personable with strong work ethic and enthusiasm.
- Ability to handle conflict situations and communicate effectively.
- Excellent written, verbal and customer service skills.
- Ability to lift equipment and spend extended periods of time in extreme outdoor conditions.
- Flexibility to work extended days, early mornings, some weekends and travel overnight.
- Ability to live near or commute to CGA headquarters for the duration of the internship.

COMPENSATION: \$18.50/hour, plus overtime
Access to CGA owned CommonGround Golf Course on space available basis.
Job expenses covered (mileage, staff uniforms, meals while traveling, etc.).

APPLICATION DEADLINE: March 15, 2024

TO APPLY: Email cover letter, resume and a minimum of three professional references to:
Cayla Regnery, Manager of Programs
cregnery@coloradogolf.org

The 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.