



## **JOB DESCRIPTION**

**JOB TITLE:** GSGA Junior Tour Operations Intern

**EMPLOYER:** Georgia State Golf Association

**DEPARTMENT:** Junior Golf

**REPORTS TO:** Director, Junior Golf

**EFFECTIVE DATE:** 1/22/2024

**SUMMARY:** The Operations Intern is responsible for providing onsite support for tournaments in the association's GSGA Junior Tour which is a competitive tour with over 1,500 members offering 140+ tournaments for golfers of all abilities. This position requires a good working knowledge of tournament operations and GSGA Junior Tour policies and best practices. This position requires the ability to travel in a personal vehicle within the state of Georgia and work weekends as needed.

### **DUTIES AND RESPONSIBILITIES:**

- Provide onsite support for administration of GSGA Junior Tour events
  - Assist with general tournament set-up and preparation
  - Conduct onsite registration for tournaments
  - Assist with starting and scoring of players
  - Assist players with Rules questions
  - Administer GSGA Junior Tour pace of play program and Code of Conduct
  - Assist with weather-related golf course evacuations as necessary
- Ensure proper use, handling and packing of all tournament equipment and supplies, especially electronic equipment
- Provide customer support as needed during tournaments

### **SUPERVISORY RESPONSIBILITIES:**

- This job has no supervisory responsibilities.

### **QUALIFICATIONS:**

- Minimum of High School Diploma or equivalent required
- Knowledge of the game of golf and its Rules desired
- Strong verbal skills desired
- Knowledge of Microsoft Office and other computer programs desired
- Attention to detail, strong organizational skills desired

### **COMPETENCIES:**

- **Diversity** - Shows respect and sensitivity for cultural differences.
- **Ethics** - Treats people with respect; Works with integrity and ethically; Upholds organizational values.
- **Adaptability** - Able to deal with frequent change, delays, or unexpected events.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance.
- **Organizational Support** - Follows policies and procedures; Supports organization's goals and values.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Continually required to stand
- Frequently required to walk
- Frequently required to sit
- Frequently required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Continually exposed to outside weather conditions
- While performing the duties of this job, the noise level in the work environment is usually moderate
- The employee must occasionally lift and /or move up to 50 pounds
- The employee must frequently drive and operate a golf cart

### **ADDITIONAL REQUIREMENTS:**

- Interns will be required to work 3-4 days per week during summer season (May 28 – July 12). Additional opportunities to work season-ending events are available, based upon performance and need, from July 15-28.
- If hired, interns will be required to attend one day of virtual staff training using the Zoom platform during May 16-24 (exact date TBD).
- **First-year employees ONLY** will be required to attend one day of in-person training at GSGA Headquarters during May 16-24 (exact date TBD). Training session(s) will be compensable time.

### **COMPENSATION:**

- \$10.50/hour. Interns should expect to work on average 20 – 30 hours per week.
- Mileage reimbursement for work-related travel and time spent driving a personal vehicle to/from events will be compensable time.
- Travel expenses for work purposes will be covered by the GSGA (meals, lodging, etc.).
- Staff clothing provided

### **TO APPLY:**

- Please visit [www.georgiajuniorgolf.org/jobs](http://www.georgiajuniorgolf.org/jobs) for further information and to apply directly.
- For any questions please contact the GSGA Junior Tour office at (770) 850-9040 or [juniortour@gsga.org](mailto:juniortour@gsga.org).

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*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*