



Job Posting

Job Title: Intern
Reports To: Director, Player & Youth Development
Direct Reports: None
FLSA Status: Hourly, Non-Exempt
Date Created/Revised: August 30, 2021

About SCGA Junior Golf Foundation:

SCGA Junior Golf Foundation's mission is to develop an inclusive golf community that enables kids to thrive on & beyond the course. Through its programs, SCGA Junior Golf Foundation works to fulfill its mission by creating affordable access to golf for all youth, teaching smart decision-making skills on and off the course and developing a culture of healthy lifestyles. Founded in 1983, SCGA Junior Golf Foundation is the philanthropic arm of the Southern California Golf Association.

Working in the SCGA's Player & Youth Department:

Join this fast-paced team of sports enthusiasts! This position will allow the qualified candidate to gain great work experience in our industry! You will work effectively in a team environment that thrives off collaboration and out-of-the-box thinking. Work hard, play hard. That's our team!

Position Summary:

The player & youth development internship will be an in-depth experience in youth development and junior golf in SCGA Junior's Player & Youth Development (herein PYD) program. With nearly 700 active juniors who enroll in every eight-week session, the intern will support all operations of the PYD program. Daily responsibilities will include supporting program staff with the administration of registration pages, providing customer service specifically for the PYD program, uploading data into SCGA Junior's CRM, processing new members, supporting programming in the field, as needed, and more. The PYD team is dedicated to expanding junior golf and developing lifelong golfers. The Intern is a representative for the SCGA and the SCGA Junior Golf Foundation to members, constituents and the public.

Essential Responsibilities:

Administration

- 🕒 Provides customer service across the PYD program, including answering calls and emails and assisting and resolving customer issues at the basic level
- 🕒 Manages registration pages for programming activities including classes, game days, assessments, club fittings, and more
- 🕒 Uploads data to Salesforce as needed for reporting purposes
- 🕒 Updates website with relevant information
- 🕒 Assists with the development of communication, marketing and collateral, including newsletters and e-blasts

Golf Instruction

- 🕒 Assists with PYD classes, playing opportunities and events in the field, as needed



Other

- Other tasks and duties as assigned by the management team

Demonstrated Knowledge Skills, Abilities:

To perform the job successfully, the Intern must demonstrate the following skills, abilities and competencies:

- Adheres to time deadlines
- Ability to multi-task under pressure
- Analyzes and processes diverse information
- Identifies and resolves problems in a timely manner
- Excellent listening skills and solves conflicts effectively and timely
- Integrates diverse viewpoints and opinions while working with staff, volunteers and industry stakeholders
- Communicates clearly and persuasively
- Good group presentation skills
- Conveys a demeanor that is professional yet approachable
- Builds teamwork and is supportive of others
- Adapts well to changes in the work environment and implements effective changes to improve results
- Looks for ways to improve and promote quality
- Works within approved budget
- Prioritizes and plans work activities to ensure that multiple projects are executed successfully
- Demonstrates accuracy and thoroughness
- Demonstrates initiative and works well independently
- Excellent oral and written communication skills
- Proficient with Word, Excel and PowerPoint
- Demonstrated passion for junior golf and youth development
- Strong analytical skills
- Detail orientated
- Knowledge regarding the game of golf
- Ability to meet productivity and quality standards of the SCGA Junior Golf Foundation

Education and Experience:

- Bachelor's degree (B.A.) from a four-year college or university preferred

Other Qualifications:

Requires access to reliable transportation with adequate space to transport supplies and equipment. If the employee utilizes their own vehicle, must have a valid California driver's license and provide proof of auto insurance.

The job requires some travel as necessary, as well as work on weekends and evenings. This position will generally work Monday through Friday. This will include working from multiple locations including, but not limited to the SCGA office in Studio City as well as other PYD programming sites.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. The employee frequently interacts with golf facility partners and supervises staff and youth.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to work in both an office environment and outside for the PYD program, and the noise level varies depending on the location.

To Be Considered as a Candidate:

Applicants must submit a cover letter and resume to Kaycee Wilke at kwilke@scga.org. This position will be open until filled.

This job description is subject to change based on the qualifications of the successful candidate.

SCGA Junior Golf Association is an Equal Opportunity Employer. In addition, the organization will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.