



## **ABOUT SCGA JUNIOR:**

SCGA Junior's mission is to engage under-served youth in the lifelong benefits of golf so that they can achieve their dreams and potential. Through its programs, SCGA Junior 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 is the philanthropic arm of the Southern California Golf Association.

We're passionate about youth and their development through golf. If you love working with kids and you love golf, this may be your place. SCGA Junior is a fast-paced growing organization that continues to plan for expansion. Opportunities to develop professionally and personally are encouraged and financially supported by our organization. Access to discounted golf, apparel and accessories is a perk.

## **AVAILABLE POSITION: USGA P.J. Boatwright Internship Position (12 months)**

This internship will be an in-depth experience in youth development, junior golf, fundraising and nonprofit management. With a membership of more than 5,000 junior golfers, this individual will support all operations of SCGA Junior. Daily responsibilities will include supporting program staff with the administration of membership, golf outings and activities, player and youth development programming, equipment programs, scholarships and more. This intern will support staff in the field as needed to help with player development classes, outreach, and playing opportunities.

The intern will further support SCGA Junior's staff and will be active in all areas including, but not limited to, expanding programs and initiatives, assisting in fundraising activities, and serving as a representative for SCGA and SCGA Junior to members, donors and the public by performing the following duties:

## **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Management of all club membership administration, credential mailing, participant tracking, and customer service. Supports membership and tracking growth.
- Manages registration pages for programming activities including club outings and tournament series events; uploads data to Salesforce as needed for reporting purposes.
- Supports Club Outings program including site procurement, registration, player safety, and volunteer management.
- Supports with development initiatives including donor appeals, giving fulfillment, and special events.
- Provides customer service across the entire organization including answering calls and emails and assisting and resolving customer issues with all programming and development areas at the basic level.
- Assists with player development practices, playing opportunities and events as needed.
- Assists with the development of communication and marketing materials including newsletters, web stories, and collateral materials. Will be responsible for the creation of various participant newsletters.



- Supports and assists staff in other activities such as golf outings, community outreach, and other new program initiatives.
- Handles and performs other duties as may be assigned.
- Participates in activities of other SCGA departments as assigned including participation in a course rating, support of a tournament, and assistance at SCGA promotional events.

#### **DEMONSTRATED SKILLS, ABILITIES AND COMPETENCIES:**

- Independent decision-making
- Ability to take the initiative to assess and improve programs as needed
- Interpersonal skills and the ability to persuade stakeholders to his or her point of view
- Excellent communication skills – both verbal and written, with a specific skill in presentations
- Ability to work under pressure, taking in diverse and at times conflicting information and making informed decisions in a timely manner
- Good listening skills and the ability to manage and resolve conflicts
- Conveys a demeanor that is professional yet approachable
- Effective team builder who is supportive of others
- Adaptable and flexible who meets changes in the work environment and implements effective changes to improve results
- Works within approved budget
- Prioritizes and plans work activities
- Demonstrates accuracy and thoroughness
- Meets productivity and quality standards of SCGA Junior.

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, with or without accommodation.

#### **EDUCATION AND EXPERIENCE:**

Bachelor's degree (B.A.) from a four-year college or university is required. Previous golf experience is desirable. Must have excellent oral and written communication skills; and must be detailed oriented, well-organized, and have strong analytical and interpersonal skills.

#### **SCHEDULE AND BENEFITS:**

The P.J. Boatwright Intern is a full time, non-exempt position. The work schedule will be Monday, Tuesday, Thursday, Friday, and every other Saturday (track off scheduling). Medical, dental and vision benefits are offered in addition to a 401k and pension plan.

**TO APPLY:** Send a resume and cover letter to Jennifer Seislove [jseislove@scga.org](mailto:jseislove@scga.org) with the subject line 2019 Boatwright Internship. Applications must be received by Friday, May 10<sup>th</sup>.