



## **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: Player and Youth Development Program Intern (12 months)**

This internship will be an in-depth experience in youth development and junior golf in SCGA Junior's Player and Youth Development program. With over 350 active juniors who enroll in every eight-week session, the individual will support all operations of the PYD program. The intern will manage the administration of PYD memberships and registration, assist in the field with classes and playing opportunities, support community outreach initiatives and provide customer service. Additional duties include, but are not limited to, uploading data in SCGA Junior's CRM, managing the program's online store, and assisting with facility tracking for SCGA Junior's GolfPass program.

The intern will be actively involved in supporting the program for SCGA Junior's five PYD sites: Don Knabe GC in Norwalk, Pico Rivera GC in Pico Rivera, Los Amigos GC in Downey, Woodley Lakes GC in Van Nuys, and River Ridge GC in Oxnard.

The PYD intern will report directly to Program Manager Bryan Stauffer.

### **Requirements:**

- Bachelor's degree (B.A.) from a four-year college or university is required.
- Previous golf experience is desirable.
- Should be able to demonstrate clear passion for working with youth and in sports.
- Must have excellent oral and written communication skills
- Must be detailed oriented, well-organized, and have strong analytical and interpersonal skills.
- Proficient in Microsoft Office and ability to learn database software (Salesforce).
- Meets productivity and quality standards of SCGA Junior



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

- Manages registration pages for programming activities including classes, game days, assessments, club fittings and leagues
- Processes new program members and prints membership cards as necessary
- Provides customer service across the PYD program, including answering calls and emails and assisting and resolving customer issues at the basic level
- Assists with PYD classes, playing opportunities and events in the field, as needed
- Uploads data to Salesforce as needed for reporting purposes
- Assists with the development of communication and coach developmental initiatives, including newsletters and professional development material
- Oversees online PYD store where juniors can purchase replacement gear and membership cards; Oversees mailings when necessary
- Supports and assists staff in community outreach initiatives
- Handles and performs other duties as may be assigned

**DEMONSTRATED SKILLS, ABILITIES AND COMPETENCIES:**

- Independent decision-making
- Ability to take the initiative to assess and improve programs as needed
- Excellent communication skills – both verbal and written, with the ability to lead a small group
- 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
- Proactive work ethic



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

**TO APPLY:** Qualified individuals who meet the job requirements should submit their resume with a cover letter indicating "SCGA Junior PYD Internship" in the subject line via email to Bryan Stauffer at [bstauffer@scga.org](mailto:bstauffer@scga.org). The deadline to apply is August 30th, 2019.