



MID-AMERICAN JUNIOR GOLF TOUR EMPLOYMENT ANNOUNCEMENT *TOURNAMENT COORDINATOR INTERN*

The objective of the Mid-American Junior Golf Tour (MAJGT) is to promote junior golf in the Midwest by providing an arena of elite competition to talented junior golfers, providing players and their parents national exposure to the collegiate golf experience. The MAJGT also coordinated with other organizations to provide information for all Midwest juniors on additional golf opportunities and otherwise assist those organizations in the promotion of junior golf in the Midwest.

POSITION: **Tournament Coordinator Intern**
4-Month Intern: April 18 – August 8, 2011

DESCRIPTION:

The Tournament Coordinator internship involves exposure to all aspects of golf administration and operations. It includes but is not limited to: tournament administration (both in-house and on-site), membership services, general office administration, on-site tournament operations, proper marker of golf courses and rules officiating. This position will provide a wide-range of experiences for an individual seeking to pursue a career in golf operations. The Tournament Coordinators will travel extensively throughout the Midwest during the internship to help conduct national junior golf tournaments.

TYPICAL HOURS:

- **IN-HOUSE:** When not traveling, Tournament Coordinator Interns are expected to be in the office by 9 a.m. until 4 p.m. Monday – Friday.
- **TRAVELING:** Most days will begin between 5-7 a.m. and end between 7-10 p.m. every day while travelling, including weekends.

NOTE: If you are not a morning person, get homesick, dislike traveling, or are unable to travel in cars for an extended period of time, this internship is not for you

JOB QUALIFICATIONS:

- **MUST** have complete at least two (2) years of college
- Good leadership and organizational skills with an attention to detail
- Strong work ethic and desire to excel in the golf business
- Basic golf knowledge (Rules of Golf experience a plus)
- Individual who is self-motivated, personable, and willing to work long hours
- Must be able to work and communicate in a team atmosphere

JOB RESPONSIBILITIES:

Interns will learn all aspects of preparing and administrating junior golf tournaments. Some of the duties with regards to tournament preparation may include:

- **Golf Course Preparation** – Marking of tee locations, hole locations, hazards, out of bounds, GUR, etc.
- **Tournament Preparation** – Tournament and sponsor signage, tee and scoring set-up, scoreboard set-up
- **Tournament Logistics** – Event planning (player activities), equipment inventory, packing & shipping, coordinating volunteers
- **Print-Related Materials** – Preparation of hole location sheets, notice to competitors, hard cards, evacuation plans, scoreboards, scorecards, tournament schedule and tournament pairings
- **Tournament Day Operations** – Serve as a starter, rules official and scoring official
- **Post Tournament Materials** – Produce event final round results, Junior Golf Scoreboard Results, and event press release
- **Facility Follow-Up** - Thank you letters for each facility and contacts after each event
- **Photography** – Regular pictures updates to MAJGT website, Facebook, Twitter, and Tumblr pages following each event.

Some of the duties with regards to the MAJGT handled in-house may include:

- **College Coach Contact** – Contact universities and colleges (within Midwest) and provide a “head’s up” for our events in the areas. Sending preview of event as well as player lists and results post events if requested
- **Tournament Administration** – BlueGolf database management and tournament administration duties
- **Local Media** – Work with Senior Director to contact local media prior to events. Also, produce press release and final round results for participant’s local media following events.
- **Customer Service** – In office activities helping produce membership questions and involvement in upcoming events. Fielding all calls for MAJGT main line answering questions. Interns will also be in charge of all membership mailings include membership packets
- **Public Relations** – Contact golf associations, junior tours, etc.
- **Tour Research** – Evaluation of the MAJGT with respect to membership, participation, current venues, possible venues, etc.
- **Additional duties assigned by Management**

PHYSICAL REQUIREMENTS:

- Work outside in extreme weather and temperatures
- Drive and operate golf carts (must have a drivers license)
- Ability to spot golf balls on the course
- Communicate both verbally and in writing
- Lift equipment up to approximately 50 pounds

TOURNAMENT COORDINATOR INTERN TEAM:

The Tournament Coordinator Team will consist of 4+ Tournament Coordinators. The team will travel as a group to various tournaments around the Midwest. Interns spend a great deal of time together striving to achieve common objectives and must be willing to work in a team atmosphere and learn how to effectively solve problems and difficult situations.

TOURNAMENT TRAVEL:

Interns will travel to all tournaments on their own unless an overnight stay is required. When travel is required for an overnight tournament, all interns will travel with the Director of Operations and Tournament Administration Manager.

STAFF UNIFORMS:

Adidas is the official apparel sponsor of the MAJGT and will supply all staff uniforms for the season. Each intern will receive 5 shirts, 3 pairs of shorts, rain suit, shoes, MAJGT duffle bag and backpack. Uniforms MUST be worn on all tournament days. Interns may wear their own golf clothing on set-up days and travel days. Interns MUST comply with the MAJGT Dress & Appearance Policy at all times.

SALARY/BENEFITS:

- \$350 per week (All tournament –related expenses paid by MAJGT). In addition, this internship may be used to receive credit hours as outlined by the college/university which you attend.
- Work related reimbursements (mileage, food, etc.)
- MAJGT will help set-up housing arrangements if necessary

The following expenses will be paid for by the MAJGT (while on-site):

- All meals
- Hotel accommodations
- Laundry (if necessary)

The following expenses will NOT be paid for by the MAJGT:

- Travel expenses when not for tournaments
- Personal phone calls
- Recreation expenses, including but not limited to alcohol
- Personal purchases
- Dry cleaning or other hotel amenities

To APPLY:

Please submit the following (you will not be considered for the position until all items are turned in):

- Cover Letter
- Resume
- Two letters of recommendation
- state government-issued three-year driving record (obtained by contacting the DMV)

All items may be submitted all at once or separately via email, mail or fax. Please address all materials to:

Stephanie Schwartz

Senior Director

Mid-American Junior Golf Tour

11855 Archer Ave – Suite 200

Lemont, IL 60439

Phone: (630) 685-2415

Fax: (630) 257-9830

Email: hire@majgt.org

PLEASE NOTE:

Applicants will not be considered unless **ALL** materials are submitted. Upon receipt of all materials an email will be sent to you. Pending the review of your application and successfully moving to the next stage of the hiring process an official paper application will be sent to you.

Deadline: February 1st, 2012