

Job Description: Internship (Golf)

PAY GROUP: Unpaid Internship

EEOC Category: Administrative Support

SUMMARY OF POSITION:

An internship with the City of Seguin Golf Department is a phenomenal opportunity for a student to grow both professionally and personally. The intern will participate in administrative duties within the Golf Department including but not limited to customer service, marketing, merchandising, youth programs, and tournament operations.

Internship candidate is responsible for carrying out specific tasks and projects managed by the Golf Professional.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Golf Professional
2. Directs: This is a non-supervisory unpaid internship position
3. Other: Position has daily contact with the general public and other departmental employees, and occasional contact with representatives of other golf courses and product vendors.

EXAMPLES OF WORK:

Essential Duties*

Controls, tracks and manages play;

Assists in tournament operations and weekly events including planning, promotion, course set-up, preparation, scoring, prize distribution and follow-up;

Assists with men's, women's and junior golf events;

Assists professional staff in maintaining the club's USGA Handicap System;

Assists with receiving control of hard goods, soft goods and including ordering procedures, receiving procedures, pricing, display and sales;

Assists with the physical upkeep of the shop including keeping shop clean and neat, keeps counter area neat, and may perform some janitorial duties;

May assist with golf cart operation and practice facility;

Observes safety rules and procedures; and

Other Important Duties*

Performs such other duties as may be required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: general knowledge of the game of golf, golf rules, golf facility operations and tournament operations.

Physical ability to: work outdoors in hot, cold, and wet weather conditions; lift and maneuver up to 30 lbs.

Ability to: follow written and oral instructions; operate standard computer software i.e. Word, Excel; establish and maintain effective working relationships with other city employees and with the general public; ability to stand and/or walk for extended periods of time; maintain and promote a positive professional image; and maintain Texas driver's license (applicable to job responsibilities) and good driving record.

ACCEPTABLE EXPERIENCE AND TRAINING:

High School diploma or equivalent and one-year related experience.

CERTIFICATES AND LICENSES REQUIRED:

Appropriate Texas driver's license or alternate means of transportation to and from work.

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations. April 26