

NEBRASKA JUNIOR GOLF TOUR (NJGT) INTERNSHIP – POSITION DESCRIPTION

BACKGROUND

The Nebraska Junior Golf Tour is able to offer this internship through funding received from the Nebraska Golf Foundation.

DUTIES

The Intern will work both in the association office as well as on site at junior tour competitions & programs.

- In-office, the intern will oversee NJGT membership processing including tabulating membership forms and fees, distribution of membership packets and properly maintaining a database. The intern will also prepare for tournaments by organizing and logging tournament entries, e-mailing confirmation letters, setting up tournament pairings, preparing scorecards and score sheets, and preparing and copying various tournament documents such as yardage sheets, pace of play sheets, hole location sheets, local rules sheets, liability waivers, etc.
- On-site, the Intern will assist with player registration, course set-up, assisting committee members, receiving scorecards at the scorer's table, entering scores into the computer, assisting with pairings, and other duties as needed.
- Follow-up tournament duties include point list tabulations, posting of results, press releases to the media; thank you's to host club, etc.
- The Intern will maintain the NJGT web site and other on-line communication. They'll also assist with assorted mailings, filing, correspondence, general office work, and other special projects/tasks as needed.

COMPENSATION

- This is a paid position made possible through a grant from the Nebraska Golf Foundation.
- This is salaried position paying \$1,500 per month (gross).
- Intern will be supplied with a NJGT uniform and will be reimbursed according to the NJGT Reimbursement Policy for any mileage, meals, and lodging (if necessary) when conducting NJGT business.

LEAVE

- The NJGT observes Memorial Day and Independence Day as paid holidays.
- As this is a temporary salaried position, no paid sick leave or vacation leave is accrued.
- Any leave that is taken must be pre-approved by the Executive Director and will be considered leave without pay.

TERMS & CONDITIONS

- This is a 3-month internship beginning approximately May 15th.
- Office hours are Monday through Friday, 8:00am - 5:00pm. Intern is expected to work during normal business hours for the duration of the internship. Work at events may require longer hours and may involve some weekends. Some flexibility is permitted with the number of hours worked per day and days worked per week.
- Unacceptable performance of the above mentioned duties and/or lack of adherence to the outlined terms/conditions could be considered grounds for termination of the internship.
- Executive Director will submit a written report evaluating the Intern's performance to the Nebraska Golf Foundation at the conclusion of the internship; Intern will also receive a copy.

APPLICATION DEADLINE

Thursday, April 1, 2010