



## 2022 PGM 7-Month Internship

### First Tee – Sandhills Overview

We are a youth development organization that enables kids to build the strength of character that empowers them through a lifetime of new challenges. By seamlessly integrating the game of golf with a life skills curriculum, we create active learning experiences that build inner strength, self-confidence, and resilience that kids can carry to everything they do.

### Job Description

Annually, we invite interns from across the country to experience First Tee through our local chapter's mission, vision and strategic plan. Interns are exposed to a variety of elements of a nonprofit organization, including but not limited to, program organization and structure, marketing, fundraising, and professional development.

Individuals should have a strong work ethic and effective communication skills, demonstrate flexibility, show enthusiasm and take initiative. Applicants should be of good character and reputation, and have a desire to carry out the mission of First Tee by mentoring to youth. Previous experience with youth ages 5-12 in a group setting is preferred, and ability to demonstrate patience with new golfers is a must! In return, interns will have the opportunity to gain key experiences and grow as future leaders.

### Essential Functions

In addition to the areas highlighted in the overall job description, the Intern will perform such as:

- **Teaching:** Lead and supervise teaching youth basic golf skills and First Tee's Life Experience curriculum by providing a fun and safe environment during weekly programs geared to participants ages 5 to 12 at green grass and youth center facilities; Interns will spend approximately 50% of the total internship actively involved in outdoor program operations.
- **Sales & Customer Service:** Assist in the daily operations of the chapter, including fielding phone calls from parents and donors, receiving and sorting donations, and preparing program materials; Learn how to navigate Salesforce, our chapter's Customer Relations Management platform; Research and sell used equipment via chapter eBay store.
- **Tournament Operations:** Work with First Tee – Sandhills staff and Carolinas Golf Association (CGA) rules officials to conduct up to eight (8) TYGA One Day Junior Tournaments in the Sandhills, while utilizing the Golf Genius platform.
- **Customer Relations:** Show initiative and work efficiently with coaches, volunteers, parents and facility personnel at program locations; Represent the chapter in meetings with school and partner youth personnel; Prepare a presentation to the Board of Directors at the culmination of internship speaking on your experiences and providing a Good, Better, How for future Interns.
- **Equipment & Inventory:** Assist in managing the Participant Equipment Loan Program and manage program supplies.
- **Special Events:** Support First Tee – Sandhills staff and volunteers in the planning and execution of three (3) fundraising and community awareness initiatives.
- **Marketing:** Opportunities to apply and learn skills through various projects such as face-to-face solicitation, sales pitches, interviews, storytelling and videography; Utilize technology such as YouTube, Animoto, Canva, and social media to develop publishable pieces.
- **Personalized Career Development Projects:** Complete personalized projects to support chapter needs while applying skills relevant to college degree, for example, video-creation shared with volunteers, parents and donors; Virtual content development for integration on social media and email marketing; Program design for specialty classes such as Golf & STEM.

## 7-month Internship Date Range Options

*(There is some flexibility with date range)*

Option 1: Start Date: January 10, 2022

End Date: August 12, 2022

Option 2: Start Date: May 16, 2022

End Date: November 18, 2022

**Hours:** 32 – 40 Hours per week; some weekends; time spent in Moore, Cumberland, and surrounding counties

## Additional Requirements

Interns must be able to lift up to 25lbs, be on their feet for the duration of 4-hour camps, and work in outdoor, summer weather conditions. All candidates are subject to a background check and drug screening.

## Intern Housing and Transportation

FTS will work with local realtor to secure affordable, furnished, coed intern housing in the Pinehurst area. Interns must have reliable personal transportation, as schedules will require varying commutes from 5 to 60 miles one-way.

## FTS Intern Perks

- Hourly pay
- Staff clothing
- Business travel mileage reimbursement
- \$50/month cell phone stipend
- \$100/month housing stipend
- Unique opportunities to network with industry leaders

## How to Apply

Applications must be submitted in .pdf format. To be considered, they must include the following:

- Cover Letter
- Resume
- Three (3) references with a direct tie to experiences on your resume from the last two (2) years. References may not be family members or fellow college students. Please include the following for each reference: Full Name, resume experience of association, best phone number, and email address.

## Contact Information

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