



2023 PGM Internship

First Tee – Sandhills is a youth development organization that strives to positively impact the lives of young people by providing educational programs that build character and instill life-enhancing values through the game of golf at in-school and after-school programs.

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 5-15 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.

Responsibilities

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

- **Curriculum Development & Teaching:** Assist with the development and execution of First Tee's Youth Programs by providing a fun and safe environment during weekly programs geared to participants ages 5 to 15 at green grass and youth center facilities.
- **Equipment & Inventory:** Assist in managing the Participant Equipment Loan Program and manage program supplies, to include purchase procedures and facility usage agreements.
- **Special Events:** Support First Tee – Sandhills staff and volunteers in the planning and execution of 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.
- **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.
- **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 & Development:** Stay abreast of key external trends and best practice that may impact Chapter operations; Make recommendations for ongoing improvement.
- **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.

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

We will work to design a schedule to meet Level I, II, and III PGM Internship requirements

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

Courtney Stiles, Executive Director
Email – cstiles@firstteesandhills.org
910.255.3035

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel. The incumbent must have the abilities or aptitudes to perform each essential function with or without reasonable accommodation. FTS is a dynamic work environment where positions evolve and change. Therefore, FTS reserves the right to modify, delete, or add job duties, responsibilities, and skills that are stated in this job description at any time.