

AMERICAN JUNIOR GOLF ASSOCIATION
INTERNSHIP ANNOUNCEMENT
Communications

The American Junior Golf Association (AJGA) is a nonprofit organization dedicated to the overall growth and development of young men and women who aspire to earn college golf scholarships through competitive junior golf. The association is the largest organization of its kind with a membership of more than 5,000 juniors from 50 states and 30 foreign countries. In 2010, the AJGA plans to conduct 80 tournaments and 45 qualifiers across the United States. The purpose of the AJGA is to provide positive life experiences for junior golfers by giving them the opportunity to develop and showcase their competitive skills while setting high standards to preserve the integrity and traditions of the game. By remaining committed to this purpose, the AJGA has built a reputation of providing the best exposure vehicle for college golf scholarships.

The AJGA internship requires extensive travel, is difficult and demanding, but at the same time is very rewarding. No other internship will better prepare you for a career in the golf/sports industry. The internship will help one mature and prepare for one's future. The AJGA's staff is respected and viewed with great admiration by parents, players, sponsors and the golf industry.

SPRING INTERNSHIP DATES: March – May

SUMMER INTERNSHIP DATES: May – September (end dates vary by team and your individual school date)

DESCRIPTION:

The AJGA is looking for talented and well-rounded applicants to serve as a communications intern. The communications intern is an entry - level position, and you must be at least 20 years old prior to May 18th. The interns will travel extensively throughout the United States during the internship to help conduct national junior golf tournaments.

TYPICAL HOURS:

Most days will begin between 5-6 a.m. and end between 8-10 p.m. every day of the week, including weekends. If you are not a morning person, get homesick, dislike traveling, or are unable to travel in cars or airplanes, this internship is not for you.

DUTIES/JOB RESPONSIBILITIES:

Interns will learn everything that is involved with the communications aspect of conducting a golf tournament. Some of the duties and responsibilities include:

- Post-round results and news releases
- Prepare each tournament's printed materials
- Tournament photography
- Distribute results to local and national media
- Update the AJGA's Web site, *ajga.org*
- Media and public relations
- On-course rules officiating
- General tournament set-up and preparation
- Golf course set-up and preparation
- Starting and scoring of players
- Monitoring equipment inventory, maintenance and replenishment
- Public speaking

JOB QUALIFICATIONS:

- Excellent communication and public speaking skills
- Basic computer knowledge and skills (Microsoft Office)
- Excellent communication and public relations skills
- Experience in sports information, media relations or newspaper writing is preferred
- Excellent news writing and editing skills, with the ability to work under pressure and meet deadline
- Working knowledge of PC computers (Microsoft Word, Access, InDesign experience preferred)
- Ability to work and communicate in a team atmosphere
- Photography experience a plus
- Published media clips preferred
- Highly motivated
- Basic golf knowledge (Rules of Golf experience a plus)
- Willingness to take an active leadership role

PHYSICAL REQUIREMENTS

- Work outside in extreme weather and temperatures
- Work in direct sun exposure
- Drive and operate company vans and trailers
- Drive and operate a golf cart
- Use and operate company equipment, i.e. radios/walkie-talkies
- Ability to spot golf balls on the course
- Stand and walk for extended periods of time
- Communicate both verbally and in writing
- Lift equipment up to approximately 50 pounds
- Must be able to travel via airplane

NUMBER OF TOURNAMENTS:

Summer intern teams will work approximately 10-12 tournaments during the summer months. Spring intern teams will work approximately 5-6 tournaments during the spring season.

INTERNSHIP TEAMS:

Each intern team will consist of operations interns and communications interns. The team will travel as a group to various tournaments around the country. 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. It is the interns' responsibility to overcome personal differences and grow as a team throughout the internship. If you are not a team player and find it challenging to meet the stated expectations, this internship is not an appropriate fit for you.

TOURNAMENT TRAVEL:

All intern teams travel via the AJGA's corporate vans. These vans are customized conversion vans and make for smoother and safer travel than most vehicles. Occasionally, when large distances need to be covered in short time periods, interns will travel via airplane, but the large majority of all travel is done in the vans. Most van trips average between 5-10 hours every week.

CAREER ENRICHMENT:

There are countless benefits to participating in the AJGA internship. Interns will meet and interact with many people and get to know the future players of the PGA and LPGA Tours. Interns will be around influential and successful sponsors, and work closely with golf professionals, directors of golf and course superintendents. In addition to the contacts made, the internship also serves as a training ground for full-time employment with the AJGA. Of the current 55 full-time employees, 44 completed the internship. In order to be considered for full-time employment with the AJGA, you must have or be working towards a Bachelor's Degree.

SALARY AND COMPENSATION:

The following expenses will be paid by the AJGA:

- All travel between sites, to Atlanta for training week, and back home at the end of the internship
- All meals
- Hotel accommodations
- Laundry

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

- Travel expenses incurred during free time
- Personal phone calls
- Recreational expenses, including but not limited to alcohol
- Personal purchases
- Dry cleaning or other hotel amenities

Staff Uniforms: Polo Golf/Polo Ralph Lauren is the official sportswear of the AJGA. Each intern will receive an assortment of shirts and shorts. Each intern is given two pairs of Under Armour shoes. Uniforms must be worn on all tournament days. Interns will wear their own golf clothing on set-up days and travel days. Interns must comply with the AJGA's dress and appearance policy.

Salary and College Credit: \$200 per week (All tournament-related expenses paid by Association). In addition, this internship may be used to receive credit hours as outlined by the college/university which you attend.

TO APPLY:

Go to www.ajga.org/internships to complete the on-line application and personal bio. Then you will need to submit a cover letter, resume, state government-issued three-year (minimum) driving record, three recommendation letters and three AP Style writing samples. These items may be submitted all at once or separately via mail, e-mail or fax (770-868-4211 or 678-425-1653).

Send materials or contact with any questions or for additional information:

Lauren Shelly, Manager of Recruiting and Special Events

American Junior Golf Association - 1980 Sports Club Drive - Braselton, GA 30517

lshelly@ajga.org

PLEASE NOTE:

You will not be considered unless you submit an application, personal bio, a state government-issued three-year (minimum) driving record, three letters of recommendation and three AP Style writing samples. Upon receipt of all required materials a consent form for a criminal background check will be sent to you. Those items must be filled out and returned for your application to be complete and to enter the next stage in the hiring process.

DEADLINE FOR APPLICATIONS:

Priority Deadline: November 20, 2009 Applicants for the spring **MUST** apply by the November deadline.

Final Deadline: January 15, 2010

RECRUITING WEEKEND:

Finalists for the spring and summer internship will be **required** to attend a recruiting weekend in Atlanta, February 26 - 28, 2010. The AJGA will provide lodging, food and reimburse a portion of travel expenses.