



INTERNATIONAL  
JUNIOR GOLF TOUR

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***International Junior Golf Tour (IJGT)***  
**Hilton Head Island, SC**  
**Player Services Internship Opportunity**

The International Junior Golf Tour (IJGT) is excited to announce the Player Services Internship opportunity for the 2011 season. Within this internship, the IJGT strives to provide a well rounded opportunity to all interns. Internship period will last 6-7 months in which candidates will have the ability to work directly with the Player Services and Tournament Operations department. The internship prepares you for your future career path specifically in the golf industry, but the sport industry in general. The following information should guide you in your search for a better understanding of the duties, responsibilities and rewards involved with the internship.

The IJGT was founded in 1995 as a "school year tour" for both male and female junior golfers ages 10-19. The IJGT is committed to the notion that young people find success in being surrounded by highly motivated peers and adults in a competitive and supportive environment. With a series of 60 junior golf tournaments over the course of the year, the Tour provides a forum where talented juniors can discover that hard work, dedication, and perseverance build the character of a champion. Also, through community service and learning about the integrity and traditions of golf, the IJGT provides an atmosphere where juniors from around the world can learn about each other and build lifelong friendships. Throughout the season, the IJGT will provide the highest quality junior events while visiting some of golf's most prestigious courses including TPC Sawgrass, Pinehurst and Kiawah Island.

While providing events for the members of our tour, the Junior Golf Corporation (JGC) also encompasses the Hank Haney International Junior Golf Academy (HHIJGA). The HHIJGA is the only academy in the world that combines academics, competition and training under famous instructor Hank Haney. Currently, the HHIJGA has an enrollment of approximately 140 students from all over the world looking to improve their game and pursue a competitive career in golf.

## IJGT PLAYER SERVICES INTERNSHIP DESCRIPTION

### **APPLICATION DEADLINE:**

November 12, 2010

### **INTERNSHIP DATES:**

January 5 – June 30, 2011

### **DESCRIPTION OF JOB:**

Player Service Interns will work directly with the IJGT Member Services department to provide high quality customer service while promoting first class Tour events at some of the greatest golf locations throughout the United States. All interns will have an opportunity to gain experience in all aspects of event marketing, preparation and implementation on a weekly basis.

### **HOURS:**

Work schedules will vary from week to week, but most days will begin at 8:30 a.m. and end at 5:30 p.m. A typical work week will be approximately 40-60 hours.

### **JOB RESPONSIBILITIES:**

Player Service Interns will be responsible for the needs of the IJGT's customers, including players, parents, coaches, prospective players, other junior golf organizations as well as the IJGT staff. Functions also include mailings, the processing of membership applications, tournament/special event applications and tournament fields. Some additional duties handled in house may include:

- **College Coach Program** – Develop and coordinate member information to College Coaches by contact universities and informing golf programs about the IJGT College Coach Program. This allows coaches accessibility to all of our players tournament information and weekly tournament results to help facilitate player recruitment.
- **High School Research** – Contact high schools and promotion of events in their surrounding areas to increase participation and develop volunteer relations.
- **Local Media** – Contact local media prior to events. Produce press release and final round results for participants, host facility, local and global media.
- **IJGT Website** – Regular updates on the IJGT website with regards to players in the news, college signees, sponsor promotion, etc.
- **Photography/New Media** – Regular picture updates to IJGT website and Social Network pages following each event.
- **Customer Service** – In office activities helping generate memberships and increase involvement in upcoming events.
- **Public Relations** – Answer telephones and transfer to appropriate staff members. Contact golf associations, junior tours, etc.
- **Tour Research** – Evaluation of the IJGT with respect to membership participation, current venues, possible venues, etc.
- **Graphic Design** – Production of event promotions and sponsorship flyers.
- **Player Invitations** – Invitations to select members to participate in invitational events such as the Championships and season ending Tournament of Champions.
- **Creativity** – The IJGT is always open to any ideas to help improve upon the Tour brand.

Player Service Interns will also work directly with HHIJGA staff on a weekly basis. Some of the duties with respect to the HHIJGA will include:

- **Student Statistics** – Produce statistics and information regarding HHIJGA students

- **Mailing Lists** – Produce documents used to provide information to all HHIJGA and IJGT members

Player Service Interns will have the opportunity to learn all aspects of preparing and administrating junior golf tournaments at IJGT events local to Tour Headquarters. Some of the duties with regards to tournament preparation may include:

- **Golf Course Preparation** – Marking of tee locations, hole locations, hazards, out of bounds, ground under repair, etc.
- **Tournament Preparation** - Tournament and sponsor signage, tee and scoreboard setup
- **Tournament Logistics** – Event planning, equipment inventory, packing, shipping, coordinating volunteers
- **Print-Related Materials** – Preparation of hole location sheets, local rules, tournament hard card, evacuation plans, pace of play guidelines, scoreboards, scorecards, tournament schedule and tournament pairings
- **Tournament Day Operations** - Serve as a starter, rules official and scoring official
- **Post Tournament Materials** – Produce event final round results, Junior Golf Scoreboard Results, Golfweek Results and event press release
- **Facility Follow-Up** – Thank you letters for each facility and contacts after each event
- **Photography** – Regular picture updates to IJGT website, Social Networking pages following each event

#### **REQUIREMENTS:**

- Strong written and verbal communication skills
- Customer service experience
- Graphic Design and Marketing experience a plus
- Experience with MS Office Applications (Outlook, Word, Excel, Access, Power Point)
- Highly motivated, hard working
- Ability to work in a team atmosphere
- Any experience in the golf industry or event management is a plus

#### **TRAVEL:**

Player Service Interns will travel to each local South Carolina event via IJGT vehicles.

#### **EXPENSES:**

The IJGT will cover the following expenses during the internship period:

- Housing accommodations
- All meals when on-site at tournaments

The following will NOT be paid by the IJGT:

- Personal purchases
- Personal phone calls and internet usage
- Travel expenses incurred during free time
- Other personal miscellaneous expenses

#### **STAFF UNIFORMS:**

Player Service Interns will be provided an assortment of IJGT shirts. Interns are responsible for wearing matching slacks with their uniform while on tournament site and must wear appropriate business casual dress while working at IJGT headquarters.

**SALARY:**

The Players Services Internship provides a monthly stipend of \$750.

**LODGING:**

Interns will be provided housing in Hilton Head Island, SC for the entirety of the internship dates.

**TO APPLY:**

Please send cover letter, resume, and references to:

Mr. Jordan Schneider  
Manager of Member Services  
55 Hospital Center Common  
Hilton Head Island, SC 29926

E-mail: [JordanS@ijgt.com](mailto:JordanS@ijgt.com)