



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

The International Junior Golf Tour (IJGT) is excited to announce their Fall Operations Internship opportunity for the 2010-2011 season. Within this internship, the IJGT strives to provide a well rounded opportunity to all interns. Internship periods will last 4 months in which candidates will have the ability to work alongside with IJGT Tournament Directors for weekly events. This demanding schedule requires extensive travel, hard work and determination yet is extremely rewarding. 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 11-19. 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 junior golf tournaments from September through May, 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 (HH IJGA). The HH IJGA is the only academy in the world that combines academics, competition and training under the world's # 1 instructor instructor Hank Haney. Currently, the HH IJGA has an enrollment of approximately 130 students from all over the world looking to improve their game and pursue a competitive career in golf.

## IJGT OPERATIONS INTERNSHIP DESCRIPTION

### **FALL INTERNSHIP DATES:**

August 23 – December 12, 2010

### **DESCRIPTION OF JOB:**

Operations Interns will work directly with IJGT Tournament Directors to provide high quality 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 6:00 a.m. and end at 5:30 p.m. A typical work week will be approximately 60 hours.

### **JOB RESPONSIBILITIES:**

Interns will learn all aspects of preparing and administrating junior golf tournaments. 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, Photobucket and Facebook pages following each event

Some of the duties with regards to the IJGT handled in house may include:

- **College Coach Program** – Contact universities and provide membership to 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
- **Local Media** – Contact local media prior to each event. Also, produce press release and final round results for participants local media following to each event
- **IJGT Website** – Regular updates on the IJGT website with regards to players in the news, college signees, sponsor promotion, etc.
- **Photography** – Regular picture updates to IJGT website, Photobucket and Facebook pages following each event
- **Customer Service** – In office activities helping produce membership questions and involvement in upcoming events
- **Public Relations** – Contact to golf associations, junior tours, etc.
- **Tour Research** – Evaluation of the IJGT with respect to membership participation, current venues, possible venues, etc.
- **Sponsorship** – Provide possible sponsorship opportunities for the IJGT
- **Graphic Design** – Production of event promotions and sponsorship flyers
- **Player Invitations** – Invitations to select individuals to participate in invitational events such as the Mid-Season Championship and season ending Tournament of Champions
- **Creativity** – The IJGT is always open to any ideas to help improve upon our brand

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

#### **QUALIFICATIONS:**

- Basic computer knowledge
- Excellent communication skills
- Highly motivated, hard working
- Ability to work in a team atmosphere
- Willingness to work long hours in adverse weather conditions and endure manual labor such as heavy lifting
- Capable of driving and operating company vans

#### **TRAVEL:**

Travel for each event is subject to change and will vary depending on tournament location and field size. Generally, IJGT staff will travel via the IJGT commercial van for all events within an 8 hour driving distance. Since the IJGT is a school year tour, we revolve our schedule around the weather seasons, and concentrate on different

geographical regions. Thus, interns will travel via airplane to West Coast or North East events. The average van and flight trips range from 5-10 hours per week.

**EXPENSES:**

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

- Housing and hotel accommodations
- All meals when traveling and on-site at tournaments
- Travel expenses
- Laundry when traveling

The following will NOT be paid by the IJGT:

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

**STAFF UNIFORMS:**

Interns will be provided with an assortment of IJGT shirts. Interns are responsible for wearing matching slacks with their uniform as well as their own golf attire outside of tournament rounds.

**SALARY:**

Staff will receive stipend money for each event to cover meals, laundry and additional travel expenses

**LODGING:**

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

**TO APPLY:**

Please send cover letter, resume, and references to:

Mr. Chris Benitez  
Director of Tournament Operations  
55 Hospital Center Common  
Hilton Head Island, SC 29926

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