

International Junior Golf Tour (IJGT)
Hilton Head Island, SC
Internship Opportunities



The International Junior Golf Tour (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.

During the 2008-2009 season, the IJGT plans to conduct almost 70 tournaments across the United States as well as several International events that take place in the off-season. This demanding schedule requires hard work and determination yet is extremely rewarding. The internship's main focus is to prepare you for a future career in the golf industry, but will provide valuable lessons needed in any industry. The following information should guide you in your search for a better understanding of the duties, responsibilities and rewards involved with the internship.

COMMUNICATIONS INTERNSHIP

SPRING INTERNSHIP DATES:

January 1 – May 25, 2009

DESCRIPTION OF JOB:

The IJGT is always seeking qualified applicants to serve as Communications Interns. Internship periods typically last 4-5 months up to a full-season and are available in the fall or spring. Communications Interns will travel to many different states in the United States with IJGT Tournament Directors to run junior golf tournaments. They will be involved in all aspects of golf tournament operations with a focus on public and media relations. This internship program will provide great experience to those individuals interested in working in public relations related to the sport industry.

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. Expect to work approximately 60 hours per week including weekends.

JOB RESPONSIBILITIES:

Communications Interns will learn all aspects of promoting and administering junior golf tournaments. Some of the duties involved include:

- Writing and updating copy on website
- Writing copy for collateral materials
- Developing strong relationships with communication channels
- Image taking to build company brand and player wellness
- Development of promotional materials
- Tournament Operations and Administration
- Customer Service and Database Management

QUALIFICATIONS:

- Possess excellent writing skills
- Excellent communication skills
- Tech-savvy
- Knowledge of software applications like Adobe and Photoshop
- Experience in search engine optimization, pay-per-click campaigns and blogging
- Basic golf knowledge (USGA Rules of Golf experience a plus)
- 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

TOURNAMENTS:

Spring interns will work roughly 20 tournaments during the months of January thru May.

TRAVEL:

Travel will vary depending on the location of the tournament. The majority of the time interns will travel via the IJGT's commercial vans. 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 also 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 including flights, gas and parking
- 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
- Night life and alcohol consumption
- Other personal miscellaneous expenses

STAFF UNIFORMS:

Adidas is the official sportswear of the IJGT. Each intern will receive an assortment of golf shirts, fleeces, long-sleeve mocks and shoes. Interns are responsible for wearing matching slacks with their uniform as well as their own golf attire outside of tournament rounds.

SALARY:

\$500 monthly stipend (All expenses aforementioned are paid by IJGT)

TO APPLY:

Please send cover letter, resume, references, letters of recommendation, writing samples and driving record to:

Klinton Talmadge
Tournament Director
International Junior Golf Tour
55 Hospital Center Common
Hilton Head Island, SC 29926

E-mail: klint@ijgt.com