



Summer 2024 Intern, Tournaments

Application Deadline: January 5, 2024

Reports to

Communications Manager, Tournaments
Volunteer Coordinator, Tournaments

Length of Summer Internship Program

May 2024 – August 2024, exact start dates flexible.
Hours: Monday – Friday, 9:00 AM – 5:00 PM

Compensation and Benefits

\$15/hour
Tournament travel expenses paid for

Job Summary

U.S. Kids Golf, the leader in kids and family golf, seeks a positive, organized individual eager to learn the administrative operations of golf tournaments on a global scale. This is a full-time internship at the U.S. Kids Golf headquarters in Peachtree Corners, Georgia. (Just outside of Atlanta)

The Summer 2024 Tournaments Intern will assist the staff with daily operations at the U.S. Kids Golf headquarters. Additionally, this individual will have several opportunities to travel and work events in the summer season with the Tournaments team, including the 2024 U.S. Kids Golf World Championships held annually in Pinehurst, North Carolina, and as featured in the Netflix full-length documentary *The Short Game*.

Education and Qualifications

- Required Qualifications
 - Must be currently enrolled in a 4-year undergraduate program at an accredited college or university
 - Ability to relocate and work in the Atlanta area during the duration of the internship
 - Strong work ethic, organizational and communication skills
 - Proven record of working and learning in a team environment
 - MS Office
- Preferred Qualifications
 - Previous work experience in customer service setting
 - Adobe Creative Suite (Photoshop, Illustrator, InDesign)
 - Phone and email etiquette
 - Interest in golf
 - Currently studying business administration, sport management, PGM, or related field
 - Knowledge of the Rules of Golf a plus
 - Alumni of U.S. Kids Golf Tournaments a plus
 - Social media savvy

Responsibilities and Duties

- In-office support for the Tournaments team
- Answer calls and emails from our players' families
- Fulfilling caddie bib order
- Posting local tours to the Tournaments website
- Assist Tournament Communications manager in the coordination and composition of marketing emails
- Occasionally assists in the planning and execution of Tournaments social media content

To Apply

Email your resume, cover letter, and three references to tournaments@uskidsgolf.com. References may include professional and academic references such as a former employer or professor. They may not include a family member.

In your email, please include: YOUR NAME – TOURNAMENTS INTERN APPLICATION in the subject line.