Golf Manitoba is the Provincial Sports Organization and governing body for golf in Manitoba and Northwest Ontario representing 9,000 golfers and 80 member clubs across the province. A proud partner of the Golf Canada, Golf Manitoba's mission is to develop, promote, govern and service the game of golf for the benefit of all participants. By investing in the growth of the sport and introducing more participants of all ages to the game, our vision is to be a leader in delivering quality, innovative and accessible golf programs, and services.

As we begin to prepare for the 2022 golf season, Golf Manitoba is looking for a dynamic individual to join our team!

ROLE:	Player Development / Championship Intern
REPORTS TO:	Executive Director
STATUS:	Internship – 4 months
SALARY:	$455 / week (based on a 35 hour work week)

POSITION SUMMARY:

This position is intended for a college/university student who has a passion for pursuing a career in sport. The primary objectives are to support Golf Manitoba in the delivery of grass-roots programs that will grow the sport of golf in the Golf Manitoba region including Golf in Schools, Junior Mobile Clinics and Junior Skills Challenge. The position will also support the Director of Competitions in conducting provincial amateur golf championships.

RESPONSIBILITIES:

The successful candidate will work and mentor with the incumbent Player Development / Championship Intern. The position will require some travel throughout Manitoba and Northwest Ontario and weekend work. Candidates should present a professional and mature attitude in dealing with program participants, members, spectators, golf course professionals, sponsors, and other staff.

Reporting to the Executive Director, the successful candidate will be a highly motivated team player, with excellent verbal and written communication skills. The ability to deliver high quality customer service to all partners, members, member facilities, and players while working with diverse groups of staff and volunteers is essential.

PERIOD OF EMPLOYMENT: May 2 – September 2, 2022

DUTIES & RESPONSIBILITIES:

- Sport Initiation Programming (60%)
    - To assist in planning and executing the various aspects of the Sport Initiation programs with a focus on communication and follow-up with clubs and participants
    - To conduct Golf in Schools, mobile golf clinics and Junior Skills Challenge events

- Provincial championships (30%)

- To assist the Director of Competitions in all areas of conducting provincial championships
- Pre-event planning, packing & preparation
- Travel to each tournament and set-up/tear down operations equipment (signage, course markings, etc.)
- Assist with starting and scoring of groups
- Deliver high-quality customer service to all partners, facilities, volunteers, and membership
- Ensure appropriate levels of tournament operational equipment is maintained
- Assist with other Golf Manitoba functions including Scoring Systems and Media Relations
- Assist in the promotion and communication of the Rules of Golf

- General duties (10%)
  - Assist in the daily operations of the Golf Manitoba head office

QUALIFICATIONS & REQUIREMENTS

- Working towards the completion of a post-secondary education in Sports Management, Professional Golf Management, Business Administration or related discipline, or a combination of education and relevant work experience is required
- Ability to work in inclement weather, long hours, and weekends during summer months
- Ability to lift heavy equipment and perform manual labour
- Ability to manage multiple priorities under time restrictions
- Good knowledge of the sport of golf
- Strong writing, communication, and public relations skills
- Strong organization and time management skills
- Strong computer skills in Microsoft Outlook, Word & Excel (Office suite)
- Excellent interpersonal skills as well as creative thinking skills.
- Must submit successful criminal record and child abuse checks
- Must enroll and complete Respect in Sport online modules
- Must enjoy working with children and have a passion for the sport of golf
- Must have a valid driver's license and access to a personal vehicle

COMPENSATION & BENEFITS

- Biweekly salary
- Food & hotel expenses when required to travel outside the office area
- Transportation or mileage to and from clinics/events from head office
- Staff uniform package provided by adidas Golf Canada
- Monthly mobile phone and parking allowance provided
- Opportunity to network with professionals in the industry

APPLICATION DETAILS

Qualified/Interested applicants are invited to submit a resume and cover letter in an Adobe PDF to info@golfmb.ca. Applications will close on **Friday, March 25, 2022.**

Golf Manitoba thanks all applicants but will contact only those who will be invited for an interview.