



## **PLAYER DEVELOPMENT / CHAMPIONSHIP INTERN**

Winnipeg, Manitoba

Are you looking for an exciting summer internship in amateur sport? If so, Golf Manitoba has a unique opportunity to join its team as a Player Development / Championship Intern!

If you want to spend your summer days teaching the sport of golf and helping to run provincial amateur golf championships at some of the most beautiful courses throughout the province, then this is the job for you!

Golf Manitoba is the Provincial Sports Organization and governing body for golf in Manitoba and Northwest Ontario representing 10,000 golfers and 85 member clubs and leagues. A proud partner of Golf Canada, Golf Manitoba's mission is to develop, promote, govern and service the game of golf for the benefit of all participants. Our vision is to be a leader in delivering quality, innovative and accessible golf programs, and services.

As we begin to prepare for the 2024 golf season, Golf Manitoba is looking for a dynamic individual to join its team!

<b>ROLE:</b>	Player Development / Championship Intern
<b>REPORTS TO:</b>	Executive Director
<b>STATUS:</b>	Internship – 4 months
<b>SALARY:</b>	\$535.50 / week (based on a 35-hour work week)

### **POSITION SUMMARY:**

This position is ideal 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 introductory junior golf programs 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 & Rules in conducting 15 provincial amateur golf championships.

### **RESPONSIBILITIES:**

Reporting to the Executive Director, the successful candidate(s) 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.

The position will require some travel throughout Manitoba and Northwest Ontario and some evening 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.

**PERIOD OF EMPLOYMENT: April/May – August 31, 2024**

### **PRIMARY FUNCTIONS:**



- Sport Initiation Programming (70%)
  - To assist in planning and executing the various aspects of Sport Initiation golf programs with a focus on communication and follow-up with schools, clubs and participants
  - To conduct Golf in Schools, mobile golf clinics and Junior Skills Challenge events
- Provincial championships (20%)
  - To assist the Director of Competitions & Rules 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**

- Bi-monthly 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 PUMA Golf Canada
- Monthly mobile phone and parking allowance provided
- Opportunity to network with professionals in the golf industry

### APPLICATION DETAILS

Qualified/Interested applicants are invited to submit a resume and cover letter, by email, to Jared Ladobruk, Golf Manitoba Executive Director at [jared@golymb.ca](mailto:jared@golymb.ca). Applications will close on **Monday, March 18, 2024**.

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