

## **PGA Summer Apprentice Internship**

**Position Concept:** This part-time PGA intern will assist with the development and implementation of the golf instruction programs at the facility and target such programming for adults and junior customers. This position will provide professional instruction including private golf lessons, group clinics and assist with the marketing of new and existing player development programs to the facility's customers and to the community. A successful candidate will gain experience leading player development for our Foundation program golfers.

### **Specific Responsibilities - include but are not limited to:**

- Implement and execute all facets of the golf instruction for the Learning Center and Foundation program
- Research and incorporate state of the art teaching methods
- Custom fit all types of clubs to individual specifications
- Assist with the development of programming designed to attract new and existing golfers
- Assist with the implementation of adult and junior instructional programs; clinics and individual lessons
- Give personal instruction when not engaged in other aspects of the golf instruction program
- Responsible for accurate recordkeeping of all lesson data including but not limited to bookings, lessons given and remuneration
- Support the golf team with day-to-day operations
- Open/close facility per operating schedule
- Manage online scheduling and POS systems
- Greet walk- in visitors and members with a professional, friendly demeanor
- Monitor training aids, video equipment, launch monitors, etc. to ensure all are up-to-date and in good working order
- Provide general information of both The Bridge Golf Foundation and The Bridge Golf Learning Center, including programs, events, and mission
- Maintain and promote a positive professional image within the community
- Participate in special events, when necessary

### **Knowledge, Skills and Traits:**

- Actively pursue PGA membership (if a PGA Apprentice) in a timely manner through the PGA Professional Golf Management (PGA PGM) program
- Fundamental knowledge of the game of golf, rules of golf, golf facility operations and event operations
- Act as a role model for all employees by demonstrating the behavior and work ethic expected of all employees
- Strong organizational, planning and prioritization skills
- Self-motivated with desire to promote and market
- Service and customer focused attitude
- Experienced in written and oral business communications
- Remain up-to-date on customer relationship management tactics and strategies