



UTAH GOLF FOUNDATION Three-Month Internship Opportunity

The Utah Golf Foundation (UGF) is a 501(c)(3) nonprofit corporation that was established in 1989 as the tax-exempt charitable affiliate of the Utah Golf Association. It is the only statewide charitable foundation in Utah devoted solely to the game of golf. In 2014, the Utah Golf Foundation reestablished itself as its own entity and redirected its purpose to financially support programs expanding opportunity and access to those who wish to play the game of golf in Utah. We fulfill our mission and purpose through two flagship programs, Veterans on Course and Youth on Course Utah.

The UGF is seeking a three-month intern to work alongside the Utah Golf Foundation Board of Directors and staff to continue the growth and development of Veterans on Course and Youth on Course Utah. This opportunity will report directly to Utah Golf Foundation Executive Director Megan Huntsman while she is on maternity leave.

Availability: June 3rd, 2024 – August 30th, 2024

Position: 3 Months / \$3,000 stipend (\$1,000 per month)

Reports to: Executive Director, Utah Golf Foundation

Intended Internship Location(s): Remote with some local travel.

Essential Duties & Responsibilities include the following (other duties may be assigned):

VETERANS ON COURSE

- Manage event entries and administrative responsibilities.
- Communicate with host facilities to prepare event agenda.
- Coordinate the volunteers who sign up for specific events.
- Organize event materials at the storage unit.
- Direct the event on site from start to finish.
- Upload event photography to the UGF website and social media platforms.
- Wrap up each event with payments, thank you cards, and final emails.

YOUTH ON COURSE UTAH

- Track monthly numbers regarding membership, rounds played, course subsidies, and budgets.
- Run monthly rounds reports and deliver numbers to the UGA controller for course subsidies.
- Regularly communicate with participating facility contacts.
- Handle incoming membership emails and calls with prompt responses.
- Identify and make direct outreach to potential course partners.
- Facilitate DocuSign contracts and ensure proper and accurate documentation in Salesforce.
- Attend necessary meetings, educational seminars, and other related functions.

GENERAL JOB RESPONSIBILITIES

- Customer Service – Answer all Utah Golf Foundation phone calls and emails.
- Media – Provide content for the UGF website and social media platforms.
- Office Hours – Maintain work hours as defined by the UGA employee manual.
- Employee Manual – Comply with all other expectations as defined in the UGA employee manual.
- General – Perform additional duties as assigned by the executive director.

QUALIFICATIONS

To perform this job successfully, an individual must possess a strong attention to detail, good people skills, team player attitude, ability to handle several tasks simultaneously, strong communication and organizational skills, and a strong work ethic. The requirements listed above are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school degree and/or two to three years related experience, or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to write routine reports and correspondence. Ability to communicate effectively with members, management, vendors/suppliers, the public and other Utah Golf Foundation team members. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

COMPUTER/BUSINESS MACHINE SKILLS

Advanced knowledge of various computer software programs including Salesforce, Microsoft 365, Microsoft Word, and Microsoft Excel.

PHYSICAL DEMANDS

The intern will be required to lift and carry up to 30 lbs. on event days.

OTHER QUALIFICATIONS

Must have reliable transportation, valid driver's license, and provide proof of insurance. The job requires some statewide travel but no overnight stays. The Utah Golf Foundation will reimburse mileage expenses at the IRS-approved rate.

COMPENSATION AND BENEFITS

- Monthly stipend
- Travel expenses

APPLICATION PROCESS

- If interested, please send a cover letter and resume to Utah Golf Foundation Executive Director Megan Huntsman at megan@uga.org no later than Friday, April 5th, 2024.
- If you have any questions or need any additional information, please reach out to Megan Huntsman at megan@uga.org or 385-347-5009.