



## JOB DESCRIPTION: Regional AGA YOC Intern



[Youth on Course](#) (YOC) is a nationally recognized non-profit based in Pebble Beach, California, that is transforming the landscape of golf and the lives of young people who play the game. As YOC has grown, it has done so in partnership with State and Regional Allied Golf Associations (AGA). Nationally, YOC serves more than 180,000 members through subsidized rounds of golf, high school internships, caddie programs, and college scholarships. Members throughout the United States, Australia, and Canada have access to 2,000+ courses where they can play golf for \$5 or less.

We are seeking Regional YOC Interns, to work alongside our AGA Partners, and help lead the organization's continued growth and ensure all youth have access to the opportunities golf provides. Some travel is required, and associated expenses and mileage will be covered. This opportunity is with the Utah Golf Foundation, the charitable arm of the Utah Golf Association. The Utah Golf Foundation (UGF) funds YOC Utah and fundraises for the program throughout the year.

**Availability:** October 2nd, 2023 – January 12th, 2024

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

**Reports to:** Megan Huntsman, Senior Program Director, Utah Golf Foundation

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

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

**OBJECTIVES:**

1. Strengthen relationship with existing course partners (calls, emails, site visits)
2. Add new course partners (calls, emails, site visits, negotiate agreement parameters)
3. Membership growth and assistance (as needed)
4. Marketing support
5. Assist with social media posts.
6. Attend special events.
7. Other duties as assigned.

**CORE PROJECTS:**

- Identify and make direct outreach to potential course partners, including email, cold calls, and site visits.
- Negotiate course agreement parameters (rates and availability) with course owner/operators, management companies and municipalities.
- Facilitate DocuSign contracts and ensure proper and accurate documentation in Salesforce.
- Membership support (as needed) – handle incoming emails, calls, and chats with prompt responses, leveraging FAQ's and strong problem-solving ability. Additionally, contribute to tracking core metrics and recommending additional FAQ enhancements.
- Work with various AGA departments, particularly Programs, Marketing and Member Services, to plan and execute strategies and activities to increase engagement with existing course partners and members.
- Attend necessary meetings, educational seminars, and other related functions.
- Support safe work habits and a safe working environment at all times.

**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 employees of the AGA. 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 Microsoft Word and Excel

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is continuously required to talk and listen. The intern continuously is required to sit. The intern is occasionally required to stand and walk. Specific vision abilities required by this job include close vision. The intern is occasionally required to lift 15 pounds. The intern is usually indoors in a controlled environment with low noise levels and occasionally outdoors in an uncontrolled environment.

### **OTHER QUALIFICATIONS**

Must have reliable transportation, valid driver's license, and provide proof of insurance. The job may require travel with some overnight stays. AGA 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 Megan Huntsman, Utah Golf Foundation Senior Program Director at [megan@uga.org](mailto:megan@uga.org).
- If you have any questions or need any additional information, please reach out to Megan Huntsman at [megan@uga.org](mailto:megan@uga.org) or 385-347-5009.