



GOLF OPERATIONS INTERN

A paid, impactful experience for high school seniors and college students

The Golf Operations Intern supports daily outside services and course readiness at Cedar Crest Golf Course. This role focuses on hands-on operational support, customer service, and event assistance to ensure a positive experience for golfers and guests throughout the season.

Key Responsibilities:

- Assist with daily cart staging, cleaning, and rotation to support course operations.
- Support practice range setup, ball collection, and facility readiness.
- Provide customer service support to golfers, including greeting guests and assisting with equipment.
- Assist with course and facility cleanliness to maintain service standards.
- Support tournament and event setup and breakdown as assigned.
- Assist with on-course logistics during events, including water stations and player support.
- Monitor operational areas and report maintenance or safety issues to staff.
- Support staff with general operational tasks as needed during peak periods.
- Follow all safety procedures and service standards during daily operations and events.

Quick Facts

- **Term:** 12- 28 weeks, March- November
- **Hours:** 16 - 24 hours per week
- **Pay:** Competitive Hourly Wage
- **Education:** High School Senior +, open to students in all fields of study
- **Scholarship Opportunities**
- **Future Lead Intern Opportunities**





PROGRAM INTERN

A paid, impactful experience for high school seniors and college students

The Program Intern supports the execution of youth golf programs, clinics, camps, and tournaments operated by the I AM a Golfer Foundation. This role focuses on hands-on program delivery, participant support, and on-site logistics to ensure a safe, organized, and positive experience for youth participants.

Key Responsibilities:

- Assist with the setup and breakdown of youth golf programs, clinics, camps, and events.
- Support coaches and instructors during youth instructional sessions and on-course activities.
- Assist with participant check-in, equipment distribution, and program logistics.
- Provide on-site supervision and support to ensure participant safety and engagement.
- Support youth golf tournaments, including registration, scoring support, and on-course assistance.
- Assist with hydration stations, equipment management, and facility readiness during programs.
- Help maintain order and flow during transitions between activities and stations.
- Assist with attendance tracking and basic program documentation.
- Support special program events, showcases, and community outreach activities as assigned.

Quick Facts

- **Term:** 12- 28 weeks, March- November
- **Hours:** 16 - 24 hours per week
- **Pay:** Competitive Hourly Wage
- **Education:** High School Senior +, open to students in all fields of study
- **Scholarship Opportunities**
- **Future Lead Intern Opportunities**





MARKETING & COMMUNICATIONS INTERN

A paid, impactful experience for college students

The Marketing & Communications Intern supports the creation and execution of marketing and communications efforts for the I AM a Golfer Foundation. This role is designed for students interested in marketing, communications, digital media, or storytelling, and provides hands-on experience supporting nonprofit visibility, programs, and fundraising initiatives.

Key Responsibilities:

- Create basic marketing graphics and visual content using approved brand templates and tools.
- Assist with scheduling and publishing content across social media platforms.
- Capture photos and short-form video during programs, events, and fundraisers.
- Assist with basic video editing, photo selection, and content formatting.
- Support email communications, newsletters, and digital campaign content.
- Assist with website updates, event listings, and content refreshes as assigned.
- Organize and maintain digital asset libraries, including photos, videos, and design files.
- Support marketing and communications needs for Foundation events, including on-site content capture.
- Assist with post-event content wrap-ups, reporting, and archiving.

Quick Facts

- **Term:** 12 weeks, May - August
- **Hours:** 20-24 hours per week
- **Pay:** Competitive Hourly Wage
- **Education:** College Freshman - Senior, studying Business Marketing, Sports Marketing, Digital Marketing, or related fields
- **Scholarship Opportunities**
- **Future Lead Intern Opportunities**





ADMIN & COMMUNICATIONS INTERN

A paid, impactful experience for college students

The Admin & Communications Intern supports administrative systems, marketing communications, and event coordination for Cedar Crest Golf Course. This role provides hands-on experience in golf course administration, customer-facing communications, and event support within a high-volume public golf facility.

Key Responsibilities:

- Assist with database and CRM management, including member, tournament, and customer records.
- Support daily administrative tasks such as data entry, document organization, and internal reporting.
- Assist with inventory tracking, office organization, and administrative coordination as needed.
- Support social media content scheduling and posting under established brand guidelines.
- Assist with content capture, including photos and short-form video, during daily operations and events.
- Help organize and maintain digital assets, including photos, graphics, and promotional materials.
- Provide on-site administrative and communications support during tournaments and special events.
- Assist with post-event documentation, reporting, and content wrap-up.

Quick Facts

- **Term:** 12 weeks, May - August
- **Hours:** 20-24 hours per week
- **Pay:** Competitive Hourly Wage
- **Education:** College Freshman - Senior, studying Business Management, Administration, Marketing, or related fields
- **Scholarship Opportunities**
- **Future Lead Intern Opportunities**

