



# NON-PROFIT OPERATIONS LEAD INTERN

*A leadership pipeline for college seniors and grad students*

The Non-profit Operations Lead Intern supports the day-to-day operations, event execution, and marketing coordination of the I AM a Golfer Foundation. This Internship is designed for advanced business students seeking hands-on experience in nonprofit operations, administration, and organizational management while supporting a mission-driven organization.

## Quick Facts

- **Term:** 12-28 weeks, March - November
- **Hours:** 30-35 hours per week
- **Pay:** Competitive Stipend
- **Education:** College Junior or Seniors or Grad Students, studying Business, Sports Management, Non-profit Management, or related fields
- **Scholarship Opportunities**
- **Future Employment Opportunities**

## Key Responsibilities:

- Support daily Foundation operations, internal workflows, and administrative processes.
- Assist with maintaining and updating CRM systems for donors, program participants, and partners.
- Assist with financial documentation, reconciliations, and operational reporting support.
- Support scheduling, meeting preparation, and internal communications.
- Support special projects aligned with organizational priorities.
- Assist with planning and execution of Foundation fundraising and community events.
- Support event logistics, including registration lists, materials preparation, and on-site coordination.
- Assist with post-event documentation, data entry, and summary reporting.
- Coordinate with internal teams and vendors to support event timelines and deliverables.
- Assist with email communications, newsletters, and basic website updates.
- Support social media coordination and organization of digital content and assets.
- Assist with the collection of photos, testimonials, and impact stories from programs and events.





# GOLF OPERATIONS LEAD INTERN

*A leadership pipeline for college seniors and grad students*

The Golf Operations Lead Intern supports daily golf operations, tournament execution, and youth instructional programming at Cedar Crest Golf Course. This Internship is designed for students pursuing careers in golf management, sports administration, or professional golf, providing hands-on leadership experience within a high-volume public golf facility.

## Quick Facts

- **Term:** 12-28 weeks, March - November
- **Hours:** 30-35 hours per week
- **Pay:** Competitive Stipend
- **Education:** College Juniors or Seniors or Grad Students, studying Professional Golf Management, Sports Management or related fields
- **Scholarship Opportunities**
- **Future Employment Opportunities**

## Key Responsibilities:

- Support daily golf operations, including tee sheet flow, pace of play, and customer experience.
- Assist with pro shop operations, including reservations, point-of-sale transactions, and merchandising standards.
- Assist with cart fleet, practice range, and facility readiness to ensure consistent course operations.
- Provide on-site operational leadership support during peak periods, weekends, and high-volume play.
- Assist with planning, setup, execution, and breakdown of tournaments, outings, and special events.
- Support tournament logistics, including registration, scoring support, signage, carts, and on-course needs.
- Serve as on-course or clubhouse support during events to ensure smooth operations and customer experience.
- Support junior golf clinics, camps, and youth instructional programs under the direction of golf professionals.
- Assist with program setup, participant check-in, equipment distribution, and on-course supervision.
- Support instruction logistics and safety standards during youth programming and special clinics.
- Assist with basic program documentation, attendance tracking, and event support as needed.

