

Pro Golf Management Intern-Tournament Coordinator

Location: Menomonee Falls, WI

Position Type: Seasonal

Department: Golf Operations

Reports to: Tournament Manager

Direct Reports: None

Schedule: 30+ hours per week. Prefer Seasonal employees onboard April through October. Start and end dates flexible. Days and hours vary based on event schedule.

Compensation: \$14-\$17 hourly, based on qualifications.

Cover Letter required with **Resume**

Overview

Silver Spring Golf Club, a 36-hole public golf course facility located in Menomonee Falls WI, is looking for a friendly, customer service-oriented individual for **Pro Golf Management Intern-Tournament Coordinator**. Ideal candidate will exhibit a friendly, courteous, and professional manner, has a strong background in the game of golf, is a PGA Associate or is interested in a career in golf, has experience managing golf events, is self-motivated, team oriented, and has strong attention to detail.

Duties and Responsibilities

- Interact with customers and coworkers in a friendly, courteous, and professional manner. Serve as a primary point of contact at Silver Spring for event contacts.
- Utilizing EventPro360, foreUP, and EventMan software platforms, plan and administer golf events in coordination with General Manager, Food and Beverage Manager, Clubhouse Manager, Outside Services Manager, and Tournament Associates.
- Direct and work with Tournament Associates in the planning, setup and execution of their assigned outings, tournaments, leagues, and junior golf programs.
- Participate in scheduled rotations through Golf Shop and Outside Services.

Minimum Qualifications

- High school graduate with valid driver's license.
- Previous golf industry work experience in tournament operations or golf shop.
- Strong knowledge of and experience playing the game of golf.
- Customer service skills to provide friendly, courteous, and efficient service.
- Computer literate, familiarity with Windows, ability to learn new software.
- Self-motivated with strong attention to detail. Team oriented. Reliable and punctual.
- Ability to lift and carry up to 40 pounds.

Preferred Qualifications

- College graduate or pursuing degree.
- PGA Associate, or strong interest in pursuing a golf career.
- Previous work experience in customer service or sales/relationship management.

Benefits

- Flexible schedule.
- Staff Uniforms and merchandise discounts.
- Employee meals.

- Playing and practice privileges.
- Eligible for awards under employee performance recognition programs.