



## **Golf Outside Services Intern Job Responsibilities & Qualifications**

The Golf Outside Services Intern is a seasonal, temporary position responsible for professionally handling and maintaining the practice areas, cart barn, and on course amenities, while providing services to our players and their guests. The Golf Outside Services Intern performs all work in accordance with essential functions and responsibilities as described below and in the spirit of the Course's mission. The Intern is also provided with beneficial educational learning opportunities on a paid basis, as described below.

**Reports to: Assistant Golf Professional | Operations Manager | Director of Golf**

### Detailed Golf Outside Services Intern Job Responsibilities (*includes but not limited to*):

- Set the driving range practice tees, putting green, and short game area with all necessary items such as balls, bag stands, training aids, rope line, etc.
- Performs daily maintenance for the practice area and driving range tees including, stocking bag stands, cleaning up broken tees, divots, trash and keeping both areas and storage places clean and organized.
- Responsible for cleanliness, stocking, and trash duties of cart barn, ball wash room, driving range, and golf carts on a daily basis.
- Stages golf carts in cart staging area.
- Manages and maintains Outside Services equipment including fleet of golf carts, the range picker, driving range equipment, and leaf blowers. Stocks, cleans, cares for batteries, and stores equipment as designated.
- Responsible for picking the driving range on a daily basis along with cleaning range balls, maintaining inventory and quality of usable stock.
- Assists with tournament operations as directed, as needed.
- Assist with the set-up for junior camps, employee clinics, and hosting guest groups, as needed.
- Perform other duties as assigned or required.

### Educational Opportunities (*includes but not limited to*):

- Development of key customer service skills
- Development of golf cart fleet management
- Exposure to Golf Shop inventory management
- Opportunities to take advantage of additional training programs

### Qualifications, Work Environment, & Physical Demands:

- Ability to anticipate and skilled in multi-tasking at a high level
- Effective communication skills
- High attention for detail and great organizational skills



- Appearance resembling a successful golf professional (clean and properly groomed appearance)
- Availability to work weekends and holidays
- Work tasks are performed mainly outdoors and involve physical strength and endurance. Must be able to work in varying temperatures and inclement weather.
- Requires frequent bending, stooping, pushing, and pulling, intervals of walking, standing, and sitting during the day. Must have the ability to walk rolling terrain.
- Requires communicating effectively with players, guests, co-workers, and supervisors.
- Must be able to lift and transport up to 50 lbs. on a regular and continuing basis.
- May also experience exposure to the following: carbon monoxide fumes from cars, equipment, various insects and native/domestic animals, potentially damaging noise levels, and a variety of dirt, mud, dust, pollen, and approved pesticides and cleaning chemicals.
- Must be able to drive golf carts and use maintenance related equipment.
- Requires manual dexterity to use and operate all necessary vehicles and equipment.

#### Experience & Education

- Currently Attend High School, for applicant ages 15-18
- High School Diploma or Equivalent, for applicants ages 18-24
- No experience required (on job training provided)