



# TENNESSEE GOLF ASSOCIATION



## HIRING: 3-MONTH WOMEN'S GOLF INTERNSHIP

### ABOUT THE TENNESSEE GOLF ASSOCIATION (TGA)

The Tennessee Golf Association is a 501(c)(3) not-for-profit educational organization founded in 1914 whose mission is to serve and promote amateur golf in Tennessee. TGA membership consists of over 180 member clubs represented by over 39,000 individuals. The TGA conducts over 125 days of competition each year consisting of men's and women's championships, junior amateur championships, TGA and USGA qualifiers and Pro-Am series events.

**LOCATION OF INTERNSHIP:** Franklin, Tennessee (Nashville metro area)

**TERM OF INTERNSHIP:** 3 months, beginning in May, ending in August 2023; start and end dates are flexible

### DESCRIPTION

This position is an approximately 3-month long internship that provides exposure to all aspects of golf administration including member services, handicapping and course rating. The primary focus of this position will be to assist the TGA Competitions staff in the administration and operation of TGA women's championships as well as TGA and USGA qualifying rounds. This position is based from Golf House Tennessee in Franklin, which is approximately 25 miles south of Nashville, TN.

### RESPONSIBILITIES

Assist TGA competitions staff in coordinating championships and promoting women's golf across Tennessee. This position will provide hands-on experience and opportunities in all aspects of tournament operations including, but not limited to: tournament administration, course marking, starting and scoring (including on course live scoring data entry), volunteer coordination, equipment inventory. This position will also coordinate the Patron Sponsor Program for the Golf Capital of Tennessee Women's Open in Crossville.

### QUALIFICATIONS

- Strong communication skills
- Golf background or strong interest in golf
- Willingness to work in a team atmosphere
- Willingness to work in a fast-paced environment
- Willingness to travel across the state for extended periods of time
- Able to work outside in extreme weather and temperatures
- Ability to lift and manage equipment up to 50 pounds
- Own transportation and a valid driver's license

### BENEFITS

- This is a paid internship
- TGA staff apparel and uniforms
- Golf privileges at two golf courses in the Nashville area
- Business-related travel expenses paid for by the Tennessee Golf Association

***Please send a Resume and a Cover Letter all in the form of a PDF document  
by January 4, 2023, to: [jgiedd@tngolf.org](mailto:jgiedd@tngolf.org)***