

**Position Title: 2024 Summer Marketing and Development Intern**

**Division/Department:** Marketing

**Reports to:** Marketing and Development Manager / Player Manager

**Age:** 16 or older

**Position Type:** Marketing Intern / Assistant Coach

**Location:** First Tee - Central Ohio Golf Facilities

**Deadline to Apply:** May 3, 2024



**JOB SUMMARY:**

First Tee - Central Ohio is a youth development organization that uses the game of golf and its inherent values to shape the lives of young people from all walks of life. We are strengthening the character of the community by providing programs that build resilience in our youth, teach critical life skills, and provide caring adult supervision in a safe environment.

The Marketing and Development Intern at FTCO will play a vital role in supporting fundraising, marketing and donor stewardship efforts. Primary responsibilities include event planning and logistics, social media management, content creation, marketing material development, donor tracking and communications. The candidate should have access to reliable transportation for occasional travel between program sites and event venues.

In addition to marketing responsibilities, the candidate may at times also serve as a programming intern, responsible for coaching and mentoring young people to become positive role models and active golfers. Programming responsibilities may include the daily delivery of life skills, golf skills and healthy habits in a safe, fun, and engaging class setting.

**JOB RESPONSIBILITIES:**

- Provide administrative support as needed
- Conduct phone and email communication with stakeholders

- Create engaging content for marketing materials, events and social media platforms
- Craft compelling stories and profiles of participants, coaches, and volunteers
- Assist staff with event planning, coordination and execution
- Conduct research to support fundraising and marketing initiatives
- Teach basic golf skills to youth athletes ages 5-17 and follow lesson plans to set up fun activities for participants
- Assist with programming activity setup and breakdown
- Assist with participant drop off and pick up process
- Integrate First Tee Key Commitments with golf skills to guide and coach young people to become future citizens and active golfers
- Supervise and mentor groups of youth in summer class sessions
- Perform other duties as assigned

#### **JOB REQUIREMENTS AND QUALIFICATIONS:**

- Currently enrolled in a 4-year college or university
- Completed coursework in communications, journalism, public relations, business administration, marketing or sports management
- Experience with design preferred, specifically Canva
- Self-motivated, creative and proactive
- Strong oral and written communication skills
- Basic knowledge of golf, golf rules and technique
- Exemplify good character and reputation that is reflective of First Tee –Central Ohio’s mission
- Flexibility to work occasional nights and weekends
- Must be able to operate a golf cart - Valid Drivers License
- Must have reliable transportation
- Ability to stand for extended periods and to lift/move boxes of supplies potentially 30 pounds or more

#### **OTHER INFORMATION AND EXPECTATIONS**

- Maintains adherence to the organization’s policy on confidentiality in all matters regarding personnel, financial, volunteer, and other business information about the organization

- Seeks and participates in continuing education or professional development related to the position, the organization, or both
- Dress Code – Golf attire preferred, shirt will be provided, no jeans, or open-toe shoes

### **WORK ENVIRONMENT, TRAVEL AND EXPECTED WORK HOURS**

This position will require the individual to travel to First Tee – Central Ohio golf facilities including:

- Blacklick Woods Golf Course – Reynoldsburg
- Heritage Golf Club – Hilliard
- Oakhaven Golf Course – Delaware
- The View Golf Club – Lancaster
- Other locations possible

Morning and Evening class shift hours can include, work between the hours of 7:00 am – 8:00 pm

- Most hours will take place Monday through Friday, weekend work may be required as job duties and business demands
- Interns can expect to work 20-30 hours per week
- Intern dates: June 2 – August 9, 2024

### **APPLICATION PROCESS**

Please complete the [online application](#). After review, qualified applicants will be contacted to schedule a brief interview. If you have any questions, please contact Cheri Jenkins at [cjenkins@tftco.org](mailto:cjenkins@tftco.org).

All candidates who are 18 years or older are subject to a background check and completion of Safesport training.