

Position Title: 2025 Marketing and Development Intern

Division/Department: Marketing

Reports to: Marketing and Development Manager / Player Manager

Age: 18 or older

Position Type: Marketing Intern / Assistant Coach

Location: First Tee - Central Ohio Golf Facilities

Deadline to Apply: March 21, 2025



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 delivery of life skills, golf skills and healthy habits in a safe, fun and engaging class setting.

JOB RESPONSIBILITIES:

- 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
- Provide administrative support as needed
- Conduct phone and email communication with stakeholders
- 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
- Self-motivated, creative and proactive
- Strong oral and written communication skills
- Completed coursework in communications, journalism, public relations, business administration, marketing or sports management
- Experience with design preferred, specifically Canva
- Exemplify good character and reputation that is reflective of First Tee –Central Ohio’s mission
- Basic knowledge of golf, golf rules and technique
- 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 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: April 7 (tentative) – August 15, 2025

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 Janae Miller at jmiller@tftco.org.

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