



### **Program Assistant Internship Details**

Program Interns at First Tee - Northern Michigan help lead golf and life skills classes through warm-ups, activities, games, and discussions. The focus of this internship will involve teaching various levels of youth golf along with assisting and coaching our PGA Jr League and delivering programming to our partners at YMCA and Challenge Mountain where we teach the disabled. This internship will run from May 20<sup>th</sup> through August 16<sup>th</sup>, 2023 (or very close to these dates) at The Highlands at Harbor Springs and surrounding area.

#### **Requirements**

- Previous experience working with youth encouraged
- Understanding of golf rules, etiquette, and technique
- Be willing to speak and lead participants who range in age from 5-17
- Maintain professional appearance and conduct to set a positive example for young people
- Knowledge of Microsoft Word, Excel, Google Sheets and other computer software
- Reliable transportation a must

#### **Time Commitment**

- Flexible schedule, mostly Monday-Friday ranging from 30-40 hours per week
- 95% on-course & teaching, 5% events & planning
- Candidates must be available to work throughout the summer with limited time off

#### **Compensation**

- Hourly wage of \$15 per hour
- Time and a half for hours work over 40 hours per week.
- Housing Provided
- Unlimited Golf at Boyne Courses
- Golf privileges at other area courses and clubs when set up in advance by Kevin McKinley, PGA

#### **CONTACT**

Send resume and brief description of why you would like this internship to:

**Kevin McKinley, PGA Executive Director**  
**First Tee – Northern Michigan**  
**PO Box 613**  
**Harbor Springs, MI 49740**  
**Phone: 231-350-3022**  
**Email: [kmckinley@thefirstteenorthernmichigan.org](mailto:kmckinley@thefirstteenorthernmichigan.org)**