



## First Tee – Green Valley Ranch Internship

The Colorado Open Golf Foundation is looking for an Intern that wants to work alongside our team to coordinate First Tee – Green Valley Ranch programming. You will help us stay on top of every program detail, deliver a fun and safe experience to our youth participants and be a part of the team that manages the Inspirato Colorado Open Championships. Candidates should be an ideal team player who brings knowledge, energy, and an interest in the game of golf. The Intern reports directly to the Chief Operating Officer and Program Director, who reports to the Chief Executive Officer.

### Foundation and Chapter Overview

The Colorado Open Golf Foundation was established in 2004 to conduct the Colorado Open Championships and helped with the creation of First Tee – Green Valley Ranch (FTGVR) in September of 2005. First Tee – Green Valley Ranch exists to enable kids to build the strength of character that empowers them through a lifetime of new challenges. By seamlessly integrating the game of golf with a life skills curriculum, we create learning experiences that build inner strength, self-confidence, and resilience that kids carry to everything they do.

**Position:** First Tee Programming Intern  
**Available:** Mid-April – Mid-October 2024 (Negotiable)  
**Compensation:** School credit, golf benefits and competitive wage (\$18.29 per hour plus overtime)

### Requirements:

- Knowledge and interest in the game of golf
- Motivated to work with youth and volunteers
- Strong written, verbal, and interpersonal skills
- Proficient with computers (emphasis on Microsoft Office-Word, Excel, Power Point, Publisher, and Canva)

### Desired Qualifications and Traits:

- Progressing toward post high school/college degree
- Prior experience working with youth and/or volunteers
- CPR/First Aid Certified
- Strong organizational skills and detail oriented
- Positive attitude and desire for continuous self-improvement

### Responsibilities:

- Act as coach at all required FTGVR classes (includes Saturdays) implementing golf and life skills
- Ensure that classes are set up according to the lesson plan prior to the start of the scheduled lesson
- Assist with inventory management
- Become comfortable using Salesforce
- Update class registrations
- Periodically mentor for and/or run Friday Play Days
- Adhere to the standards of the First Tee Code of Conduct
- Monthly Newsletter input and editing
- Provide office administrative support
- Fulfillment of duties during the Colorado Open Championships (pre, post, and during events)

**Send Resumes to:** Aaron Pinkerton, Program Director  
Colorado Open Golf Foundation  
20309 E. 48<sup>th</sup> Place  
[info@coloradoopen.com](mailto:info@coloradoopen.com)

**Application Deadline:** February 29, 2024

