



## INTERNSHIP OPPORTUNITY – GOLF HOUSE KENTUCKY

**Title:** James J. Kirchdorfer Golf Fellow (3-month position)

**Reports to:** Interim Executive Director

**Application Deadline:** Open Until Filled

**Position Start and End Dates:** May 15<sup>th</sup> – August 15<sup>th</sup> (Start and end dates are flexible)

**Location:** Louisville, Kentucky

**Application Process:** Submit resume, cover letter and references to Sally Morgan, PGA | Interim Executive Director via e-mail at [smorgan@kygolf.org](mailto:smorgan@kygolf.org).

### JOB DESCRIPTION

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Golf House Kentucky, which manages operations of the Kentucky PGA, Kentucky Golf Association, and the Kentucky Golf Foundation, has two (2) internship positions available for the 2022 season. These internships are supported by The Kirchdorfer Family and are titled the James J. Kirchdorfer Golf Fellow.

The Kirchdorfer Golf Fellow was created to expose qualified interns for a career in golf administration. The position is focused primarily on the junior golf space, with engagement with the Kentucky Golf Foundation's Youth on Course Kentucky initiatives. This position will also provide additional support in amateur golf services, professional golf services, and communications.

### JOB RESPONSIBILITIES

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Assist with administration of the Youth on Course Kentucky programs, to include rounds of golf and the caddie program. Additional responsibilities will be focused on operations of amateur and professional championships operated by Golf House Kentucky. Duties include:

- Support of participating YOC golf courses
- Verification of rounds reporting
- Securing additional member golf courses
- Promotion of the program
- Support of YOC members
- Recruitment and training of YOC Caddies
- Coordination with participating golf courses for the caddie program
- General tournament set-up and execution

This position will have significant interaction with golf course staff, members, players, and volunteers both on the course and via e-mail / phone.

### ADDITIONAL JOB RESPONSIBILITIES

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**Communications:** Will assist with media (photographing and writing) coverage for programming and tournaments. Data reports for presentation to the Board will be provided to the Interim Executive Director.

**General Association Support:** Provide support to all staff including, but not limited to, answering phones, processing mailers, operating various office equipment.

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### PREFERRED QUALIFICATIONS

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- A college degree (completed or in progress) preferred but not required.
- Golf background and a desire to pursue a career in the golf administration.
- Willingness to work in a fast-paced and team-oriented structure
- Willing to travel throughout Kentucky and flexibility for work schedule (including weekends and nights)
- Able to work outside in extreme weather and temperatures
- A strong work ethic and self-motivated
- Strong computer skills, including MS Office and Internet
- Valid driver's license and own vehicle, though GHK does have a company vehicle

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### PHYSICAL REQUIREMENTS

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- Lifting and transport equipment up to 50 pounds
- Long periods of time standing/walking both indoors and outdoors
- Use of hands with computer data entry, collating materials, etc.
- Ability to hear and to see both short and long distances
- Must be able to operate a vehicle and a golf car
- Weekend work and overnight travel may be required

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### HOURS & WORK SCHEDULE

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- Tournaments run Monday-Friday during the summer with some Saturday/Sunday work required
- Length of day varies due to tournament setup, field size or weather
- Typical work week 40-50 hours - 5-6 days per week with some travel required
- This position will be based out of Louisville, KY

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### COMPENSATION

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- \$12.00 per hour plus overtime for hours worked over 40 hours each week (subject to deductions for taxes and other withholdings as required by law)
- Mileage for travel commensurate with company policy
- Tournament related expenses such as lodging and meals while traveling
- Staff will be provided event shirts
- Staff is responsible for providing their own staff pants/shorts/skorts, tournament shoes (tennis shoes or golf shoes) & rain gear

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### ABOUT GOLF HOUSE KENTUCKY

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Golf House Kentucky is the umbrella organization for Kentucky's Family of Golf Organizations: Kentucky Golf Association, Kentucky PGA and Kentucky Golf Foundation. The vision of Kentucky's golf leaders, Golf House Kentucky was founded in 1978, and is headquartered in a picturesque country setting in Louisville, Kentucky. Golf House Kentucky conducts competitions for golfers of all ages, gender and skill levels (amateur and professional), and provides valuable services to Kentucky PGA professionals and member golf facilities. Working in partnership with the USGA, Golf House Kentucky provides individual golfers and member golf facilities with a wide range of services: Handicapping, USGA Course and Slope Rating, award programs, club consulting and golf management software. The family's philanthropic affiliate, Kentucky Golf Foundation promotes the Kentucky Golf Hall of Fame, Kentucky golf museum and provides grant and scholarship programs for youth in the Commonwealth of Kentucky.