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Job Description: Bully Pulpit PGM Intern

Non-Exempt: Hourly worker and **Summer Seasonal Worker**

Position Summary:

The Bully Pulpit PGM Intern works with the Golf Course Management Team to promote and direct the golf course activities.

Essential Job Functions:

- To direct and participate in the management and maintenance of the golf clubhouse and retail shop.
- Oversee and supervise outside services and golf car fleet management.
- Assist in directing and participates in the daily front of house operations.
- Assist with tournament and group outing planning and implementation.
- Assist with training and directing customer services.
- Promote and perform golf lessons.
- Assist with training and supervising all clubhouse operations staff and to do related work as required.

Other Responsibilities:

- All other duties as assigned by the Director of Golf and Golf Shop Manager.

ADA Requirements

- Continuously
 - Stand
 - Walk
 - Talk
 - Hear
 - Visual acuity to determine accuracy, neatness and thoroughness of work assigned, and determine safety of workplace surroundings for themselves and guests.
- Occasionally
 - Crouch
 - Kneel
 - Grasp
 - Lift up to 25 pounds
- Environmental Conditions
 - Frequently in outdoor weather conditions including heat and humidity.

Qualifications and Education Requirements:

- Must have extensive knowledge of the game of golf and have previous golf course work experience.
- Must be enrolled in a PGM or golf course management course of study.
- Must have proven leadership skills.

Supervision:

- This position reports to the Golf Course Director and Golf Shop Manager.
- This is a supervisory role. The intern oversees and supervises outside services and golf car fleet management.

Please note that this job description is meant to give a basic understanding of the position and does not cover every part of the job duties and requirements. TRMF reserves the right to change or assign other duties to this position at anytime.