

JOB OPPORTUNITY WITH GOLF NOVA SCOTIA

Title: Summer Intern

Reports To: Technical & Tournament Directors

OVERVIEW

The successful candidate will assist with the organization, delivery and execution of Provincial Championships and in-season programming. The Summer Intern will meet and interact with many people including association members, member clubs, golf facility staff, various volunteers, other Provincial Sport Organizations (PSOs), Sport NS staff etc. Golf often provides networking opportunities and is an excellent way to meet people and create career-enhancing relationships.

Travel distances between championships and initiatives will vary depending on the season's schedule. All staff will spend a great deal of time together striving to achieve common objectives and must be willing to work in a team atmosphere and learn how to effectively solve problems and difficult situations.

PRIMARY DUTIES

1. Tournament Operations - 40%
 - Support the Tournament Director in all aspects of the Championships.
 - Manage equipment, signage and supplies inventory, maintenance, and replenishment.
 - Tournament set-up, preparation, and tear down of equipment and signage on the golf course and around the host venue.
 - Golf course set-up and preparation for championship play (ie. course-marking).
 - Assist with media and public relations tasks (capturing content, facilitating interviews, etc.)
 - Provide on-site support to host club staff and volunteers during Provincial Championships.
 - Deliver customer excellence to all partners, volunteers, players and participating host club staff.
 - Other duties or special assignments as required.
2. Participation Programs – 40%
 - Support the Technical Director in all aspects of the clinic, community event, or participation program.
 - Program set-up, preparation, and tear-down of equipment and signage at the host venue.
 - Data collection and reporting of participation numbers.
 - Maintaining prize and giveaway inventory.
 - Assist with media and public relations tasks (capturing content, facilitating interviews, etc.).
 - Assist with the delivery of the Junior Invitational Tour and with specific tour events as required.
 - Other duties or special assignments as required.
3. Golf Nova Scotia Initiatives - 20%
 - Administrative support to the Tournament Director, Technical Director, and Executive Director.
 - Support other sport development and EDIA (Equity, Diversity, Inclusion & Accessibility) initiatives.

HOURS OF WORK

- Office Hours 10am – 4pm. Hybrid Work Environment.
- Tournament, Clinic or Participation program hours vary outside of typical office hours.
- Weekends and Holidays may be required.
- The travel schedule (provided by manager) is based on the [tournament schedule](#) each year.

TOURNAMENT TRAVEL

- Travel with the Golf NS vehicle (van).
- Travel distances between championships vary depending on travel schedule.
- Accommodation and meals (or per diem) during championships and programs covered by Golf NS.

APPLICABLE SKILLS, ASSETS & ABILITIES

- Valid full Driver's License and clean driving record.
- Willingness to work flexible work hours and during inclement weather conditions.
- Must have an interest in travelling and spend multiple days away from home at a time.
- Willingness to endure physical labor (lifting up to 50lbs.).
- Excellent communication skills (verbal and written).
- Excellent interpersonal skills, with the ability to communicate with staff, volunteers, stakeholders, and the public in a pleasant and professional manner.
- Proven ability to work within a team environment.
- Proficiency with Microsoft Office Suite an asset.
- Proficiency with social media platforms an asset.
- Must be able to attend the Golf NS office when required.
- Golf knowledge or experience is not required but considered an asset.
- Must take part in the Golf NS Safe Sport practices and adhere to its policies and procedures.

APPLICATION DETAILS

- Forward resume, cover letter and two references to accounting@nsga.ns.ca
- Golf NS thanks all applicants but will contact only those who will be invited for an interview
- The starting date will be communicated during the interview process.
- Application deadline: 5:00pm Monday, May 1

ABOUT US

Golf Nova Scotia is the governing body for amateur golf in the province of Nova Scotia, Canada. We are dedicated to fostering the growth, development, and promotion of the sport of golf across the region. Golf NS is committed to organizing and conducting high-quality championships and events, which serve as platforms for competition, development, and community engagement.

Golf Nova Scotia is dedicated to employment equity and fostering diversity within the workplace in order to build an inclusive workforce where all employees have the opportunity to reach their potential. Golf NS provides equal employment opportunities to employees regardless of their gender, race, religion, age, ability, sexual orientation, or marital status. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the Executive Director by email. All information provided will be treated as confidential and used only to provide an accessible candidate experience.