



New Brunswick Golf Association RCGA Intern

The New Brunswick Golf Association is looking to fill the position of RCGA Intern for the period of late May to August 2010.

The RCGA Intern will work closely with the NBGA's Executive Director, with their main responsibilities being:

- Assist with the planning, promotion and administration of all Future Links clinics.
- Assist with the planning, promotion and administration of all Midget/ Bantam Field Days.
- Assist with planning and administration for the Member Club Junior Support Program.
- Work closely with the Future Links School Program. This will include preparing final documentation for the 2009-2010 school year and making all necessary program refinements for the 2010-2011 school year.
- Assist with the preparation and planning of handicap seminars.
- Provide support for the course rating program. This may include assistance with the coordination of ratings, planning of a course rating seminar and administrative support for the program.
- Assist with the planning and preparations for the 2010 Annual Awards Dinner & Silent Auction.
- Secure hole sponsorships for NBGA Championships.
- Assist the Manager of Marketing & Junior Programs with the delivery of the Golf NB program. This can include support with industry research, with development of marketing strategies and otherwise.

This is a seasonal position with a work term of approximately 12 weeks. The individual filling the position will possess the following qualities:

- Strong communication and interpersonal skills
- Good organizational skills
- The ability to work independently
- Strong computer skills (including Microsoft Word, Microsoft Excel; Microsoft Frontpage and Adobe Pagemaker would also be an asset)
- Priority may be given to candidates who are bilingual
- Experience in event management and/or dealing with the media is considered an asset
- Knowledge of the game of golf is an asset

The RCGA Intern will work out of the NBGA office, located on Hanwell Road, seven kilometers from the city limit. This is not a bus route and therefore, the candidate will be required to have access to a vehicle or another form of transportation. The rate of pay is \$8.50/ hr. and will be based on a 40-hour work week.

Please send resume with cover letter by **April 16, 2010** to:

The New Brunswick Golf Association
Attention: Executive Director
PO Box 1555, Station A
Fredericton, NB
E3B 5G2
fax - (506) 451-1348
E-mail – nbgolf@nb.aibn.com