AMERICAN JUNIOR GOLF ASSOCIATION

Player Services Intern

The American Junior Golf Association is a 501(c)3 non-profit dedicated to the overall growth and development of young men and women who aspire to earn college golf scholarships through competitive junior golf.

The AJGA is committed to creating an engaging, safe, and inclusive environment. We welcome people from all backgrounds and believe in embracing diverse perspectives, we are better equipped to accomplish our mission of developing golf's next generation.

The backbone of the AJGA is its internship program and we are looking for talented and well-rounded applicants to serve as interns. The Player Services department is responsible for all customer service aspects to the AJGA membership.

Job Responsibilities

- *Customer Service*
  - Assist AJGA players and parents to successfully navigate the AJGA and junior golf via telephone
  - Respond to emails sent to ajga@ajga.org
  - Process and file Proof-of-Age documentation
  - Contact new members to welcome them to the AJGA and provide guidance and address questions
- *Membership Gift Fulfillment*
  - Receive, inventory, organize, prepare and track all membership gift items and packing materials
  - Print customized letters to include in membership gift packages and mailing labels for packages
  - Pack and apply postage to all membership gifts
- *Other*
  - Answer the main telephone switchboard when needed
  - Assist with filling Qualifier and Tournament fields

Job Qualifications

- Basic golf knowledge is preferred, but not required
- Proficient in Microsoft Office products (Word, Excel, Outlook)
- Exceptional customer service, communication, detail-oriented and public speaking skills
- Ability to work and communicate in a team and independently to prioritize tasks and meet deadlines
- Highly motivated, self-starter and willingness to take an active leadership role

Requirements

- Legally eligible to work in the U.S. without sponsorship
- Must either be working towards or achieved a Bachelor's Degree
- Communicate both verbally and in writing
- Ability to stand and/or sit for extended periods of time and/or lift equipment up to approximately 50 lbs

Details

- Internship Dates: May 17 – August 13, 2027* | **Subject to change based on need & candidate availability.*
- Interns will be compensated $10/hr. Interns will work Monday – Friday from 8 a.m. – 5 p.m. (40 hrs/week).
- Interns will be required to work at National Headquarters (1980 Sports Club Drive, Braselton, GA 30517).
- Interns will be required to provide their own housing and transportation throughout employment.

To Apply

Please visit www.ajga.org/careers for all information. **Applications open November 9th, 2026, and close January 29th, 2027**. For any questions, contact Sidney Jockisch Manager, Recruiting & Community Engagement (sjockisch@ajga.org).