

PLAYER SERVICES PART TIME / INTERN

The Player Services department is responsible for all customer service aspects of the AJGA. Player Services part-time staff report directly to the Vice President of Player Services, but work closely with the entire department in a support role.

Job Requirements

- Customer Service
 - » Assist AJGA players and parents successfully navigate the AJGA and junior golf via telephone
 - » Respond to emails sent to ajga@ajga.org
 - » Contact new members to welcome them to the AJGA and provide guidance and address questions
- Other (as time permits)
 - » Answer the main telephone switchboard when needed
 - » Assist with filling Qualifier and Tournament fields
 - » Other projects as needed

Skills Preferred

- Exceptional customer service skills
- Ability to prioritize tasks and meet deadlines
- Knowledge of Microsoft Office products (Access, Word, Excel, Outlook)
- Basic understanding of junior golf



*Developing Golf's
Next Generation*