



**Position:** Operations Intern

**Job Type:** Seasonal, Part-Time

**Report To:** Tournament Director & Volunteer Manager

**Location:** Dallas, Texas

**Period:** February - May 2022 (Veritex Bank Championship week: April 10 – April 16)

**Compensation:** \$10/hour

- 15-20 hours/week Feb – April 3
- 30-40 hours/week April 3 – May \*time and a half over 40 hours

### **Veritex Bank Championship Overview:**

The Veritex Bank Championship is one of 26 events that make up the PGA TOUR's Korn Ferry Tour. The Veritex Bank Championship is held annually at Texas Rangers Golf Club (TRGC) in Arlington, Texas. Veritex Community Bank, the City of Arlington and PGA TOUR have an agreement through 2024.

Each year the Veritex Bank Championship attracts 156 of the top Korn Ferry Tour professionals, thousands of spectators, and a list of blue-chip sponsors to raise significant funds for charities throughout the local community and beyond.

We are currently seeking a motivated and qualified candidate to serve as our Operations Intern for the 2022 Veritex Bank Championship.

### **JOB RESPONSIBILITIES:**

Assist & support the Volunteer Manager and Tournament Director with tasks including, but not limited to:

- Provide support, maintain, and liaise with our 300+ volunteer base
- Help organize Pro-Am gift packages and assist with Pro-Am Tournament
- Help organize volunteer packages and uniform distribution
- Assist with office and supplies management
- Assist with additional events – Media Day, etc.
- Help coordinate volunteer services, events, etc.
- Deliver professional administrative support
- Provide database management assistance
- Assist with planning, organizing, executing and tear down of all Tournament events
- Answer phones, relay messages, assist volunteer(s) with registration process
- Other duties as assigned.

## **JOB QUALIFICATIONS:**

The ideal candidate should...

- Must be at least 18 years of age.
- TEAM PLAYER and able to work with other staff members and interns
- Be energetic, detail orientated, extremely patient, punctual, and able to multi-task in an exciting environment
- Be self-motivated and thrive under pressure in a fast-paced work environment while exercising organizational, analytical and time management skills
- Have strong interpersonal skills that complement a proactive, solution driven, team-oriented work ethic
- Have a strong ability to foster relationships with a wide variety of individuals from entry level to C-level executives
- Ability to work with many different personalities and keep a friendly, personable attitude when dealing with staff, volunteers, TRGC, PGA TOUR and Veritex Bank employees
- Have excellent verbal and written communication skills
- Comfortable making phone calls, answering phones, transferring, taking messages, checking voicemails, and getting information to correct person; etc.
- Be able to lift a minimum of 50 lbs. as needed
- Have valid driver's license and reliable transportation to commute to main offices, Texas Rangers Golf Club and to offsite locations
- Be extremely proficient with Microsoft Office suite (Excel, Outlook, Word, and PowerPoint), internet software, knowledge of various social media platforms and navigation (Facebook, Twitter, Instagram); Adobe software; and ability to manipulate a database
- Be able to work evenings, weekends and holidays as required throughout employment, but especially in the four weeks prior to and the week of the Veritex Bank Championship. Many long hours are sometimes necessary to complete the task
- Have a desire to work in sports/event management; completed degree or working toward a degree at the University of Texas at Arlington in a related field (Business Management, Marketing, Hospitality & Leisure Management, etc.).
- Knowledge of golf and golf events is not a requirement but a plus