



POSITION AVAILABLE
PART-TIME/SEASONAL RECRUITER

Nassau County, Long Island, New York

Metropolitan Golf Association Foundation's GOLFWORKS Intern Program

DESCRIPTION:

The Metropolitan Golf Association is the nation's second oldest and largest golf association in the country. The MGA Foundation is looking for recruiters to work with its highly successful **GOLFWORKS** student intern program. The program places high school age minority and at need students in paid intern positions at area country clubs and public courses for the summer. The position runs roughly from March/April through Aug/Sept.

RESPONSIBILITIES WILL INCLUDE:

- Working with area high schools and community youth groups to identify reliable sources of students for the program.
- Developing new sources of students where none already exists.
- Identifying qualified student candidates for the program. This will include personally interviewing, screening, checking references, grades etc. to determine if the student is reliable, motivated and able to get to and from his or her assigned job site.
- Ensuring that all required paperwork is completed.
- Arranging for each student's club interview and accompanying them to the site (only in the case of new students) and arranging for start date, etc.
- "Trouble-Shooting" - i.e. Maintaining regular contact with the student and the club throughout the summer and work with clubs, students and Foundation staff to resolve any performance related or payroll issues.
- Maintain accurate records of the students' progress throughout the season.

REQUIREMENTS:

- This position requires a good deal of persistence and tenacity in searching for students and for student sources. It would help to have good contacts within the community.
- Candidate should have some experience dealing with high school age students, particularly inner city and minority students.
- Candidate should be comfortable in country club atmosphere and dealing with senior staff at clubs.
- Work schedule is flexible but candidates would be expected to devote two or three days per week part-time to their assignments from March/April through August.
- Candidate must have car and be willing to travel within their assigned geographic area.
- Candidate must be organized and responsible, and have excellent communication skills.

COMPENSATION:

- This person will be hired as an independent contractor.
- Salary will be based on experience, availability, and number of clubs and students assigned.
- Candidate will be reimbursed for travel and phone expenses.

Please Contact:

Please email cover letter and resume to:
Lou Cutolo at lcutolo@maggolf.org or call at 914- 909-4838