



## Inspirato Colorado Open Championships Internship

The Colorado Open Golf Foundation is looking for an Intern to work alongside our team to coordinate the Inspirato Colorado Open Championships. You will help us stay on top of every tournament detail so that we can manage the best state opens in the country. Candidates should be an ideal team player who brings knowledge, energy, and an interest in the game of golf. The Intern reports directly to the Chief Operating Officer and Tournament Director, who reports to the Chief Executive Officer.

### Foundation and Chapter Overview

The Colorado Open Golf Foundation was established in 2004 to conduct the Inspirato Colorado Open Championships and helped with the creation of First Tee – Green Valley Ranch (FTGVR) in September of 2005. First Tee – Green Valley Ranch exists to enable kids to build the strength of character that empowers them through a lifetime of new challenges. By seamlessly integrating the game of golf with life skills curriculum, we create learning experiences that build inner strength, self-confidence, and resilience that kids carry to everything they do.

**Position:** Inspirato Colorado Open Championships Intern  
**Available:** May 1 – September 5, 2025 (Negotiable)  
**Compensation:** School credit, golf benefits and competitive wage (\$18.81 per hour plus overtime)

### Requirements:

- Knowledge and interest in the game of golf
- Motivated to work with players, volunteers and youth
- Strong written, verbal, and interpersonal skills
- Moderate physical effort (must be able to lift up to 45 pounds)

### Desired Qualifications and Traits:

- Progressing toward post high school/college degree
- Experience in golf tournament or event administration
- Prior experience working with volunteers and/or kids
- Strong organizational skills and detail oriented
- Positive attitude and desire for continuous self-improvement
- Proficient with computers (emphasis on Microsoft Office-Word, Excel, Power Point, Publisher)

### Responsibilities:

#### Colorado Open Championships

- Assist with players and tournament volunteers database management
- Assist with marketing services, tournament website maintenance and tournament collateral
- Fulfillment of duties during the Colorado Open Championships (pre, post and during events)
- Support Tournament Staff with player and caddie services, activities, and special events
- Manage tournament inventory
- Social media and email blasts assistance

#### First Tee – Green Valley Ranch (FTGVR)

- Provide administrative support with registering participants, entering participant data, parent/guardian inquiries

**Send Resumes to:** Julie Bryant, Chief Operating Officer  
Colorado Open Golf Foundation  
20309 E. 48<sup>th</sup> Place  
Denver, CO 80249  
[info@coloradoopen.com](mailto:info@coloradoopen.com)

**Application Deadline:** February 20, 2025

