



Vision: Golf for All

Mission: We Shape Lives by Connecting People to Positive Golf Experiences

Values: Passion | Respect | United | Accountable | Brilliant

With more than 100 years of history and tradition, serving 135,000 members, Golf Ontario is one of the largest golf associations in the world. We strive to align with all golf stakeholders through a connected golf community while encouraging both youth and adults to play more golf, more often.

With our vision of Golf for All, Golf Ontario is committed to creating a diverse and safe environment within our organization and across the sport of golf. If contributing and making an impact for 'Golf For All' sounds exciting, we'd like to hear from you!

ROLE: Membership Assistant – 2026 Summer Intern (1 Position Available)

SUMMARY: This position is intended for college/university student or Graduate. Reporting to the Manager, Membership, the successful candidates will be required to support the team with facility and individual membership and the management of Golf Ontario's CRM system.

REPORTING STRUCTURE: Manager, Membership

STATUS: Internship April 27 – August 28: 35 hours per week

LOCATION: Uxbridge, ON, with some travel throughout Ontario

ROLE ACCOUNTABILITIES:

- Assist with the member/golfer recognition program (promotion of the program and facilitation).
- Provide administrative support to clubs as needed; renewal process, providing reports to clubs/facilities as needed, and the like.
- Assist with the communication plan to member golfers and also to member facilities (all streams), including content generation and scheduling.
- Provide administrative support to Handicapping & Course Rating department as needed (transfers/linking of scoring records and other general inquiries).
- Assist with the Public Player Program reorganization, including but not limited to: developing a communication plan for our 20,000 public players, and helping organize events for this section of our membership to participate in
- Assist with basic data collection, cleaning, and entry into the CRM system, helping to identify inconsistencies and support team efforts to maintain data accuracy
- If needed, act as the conduit of information to Member Clubs on/during the Rating process (results, process, procedures, etc.)
- Assist with free membership trial program by setting up at courses and registering golfers for a 45-day free trial.
- Assist with Golf Ontario Events Hub on Golf Genuis

QUALIFICATIONS AND REQUIREMENTS

- Working towards the completion of a post-secondary diploma or degree
- Understanding of the game of golf
- Highly organized with strong verbal and written communication skills and dealing with the public
- Strong computer and data management skills



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- Ability to work in inclement weather.
- A valid Ontario Driver's License
- Team player, motivated by the overall success of the association
- Exceptional organizational skills
- Ability to coordinate multiple projects and prioritize work assignments

COMPENSATION AND BENEFITS

- Bi-weekly Salary: \$1232.00
- Food & hotel expenses when required to travel outside the office area
- Transportation to and from events from head office
- Staff uniforms provided by Adidas
- Opportunity to network with professionals in the industry

Golf Ontario is dedicated to employment equity and fostering diversity within the workplace in order to build an inclusive workforce where all employees have the opportunity to reach their potential.

Golf Ontario is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation during any stage of the recruitment process, please notify Human Resources at 905-852-1101.

*Golf Ontario thanks all applicants but will contact only those who will be invited for an interview. Qualified/Interested applicants should complete the online application form including a PDF copy of your resume and cover letter by **January 5, 2026.***

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