



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: **Tournament Operations Assistant – 2026 Summer Intern (4 Positions Available)**

2 POSITIONS: MARCH 30, 2026 – OCTOBER 2, 2026

2 POSITIONS: APRIL 27, 2026 – AUGUST 28, 2026

SUMMARY: This position is intended for college/university students and requires continuous travel over four months that is very demanding. Successful candidates will learn how to professionally conduct a golf tournament from the planning stages to the execution of the event.

REPORTING STRUCTURE: Manager, Competitions

STATUS: Internship 40 hours per week

LOCATION: Uxbridge, ON, with travel throughout Ontario

ROLE ACCOUNTABILITIES:

- Assist in pre-event planning, packing, and preparation of tournament materials and equipment.
- Travel to tournaments and set-up/tear down operations equipment (signage, course markings, etc.)
- Assist with starting and scoring of groups
- Assist with volunteer assignments, scheduling and communications
- Complete tournament related administration as required
- Deliver high-quality customer service to all partners, facilities, volunteers and membership
- Ensure appropriate levels of tournament operational equipment is maintained
- Assist in social media & creative posts
- Assist in the daily operations of the Golf Ontario head office
- Assist with other Golf Ontario functions including: Scoring Systems and Media Relations
- Assist in the promotion and communication of the Rules of Golf

QUALIFICATIONS AND REQUIREMENTS

- Working towards the completion of a post-secondary education in Sports Management, Professional Golf Management, Business Administration or related discipline, or a combination of education and relevant work experience is required
- Ability to work in inclement weather, long hours and weekends during summer months
- Ability to lift heavy equipment and perform manual labour



GOLF ONTARIO

- Ability to manage multiple priorities under time restrictions
- Basic knowledge of the game of golf & Rules of Golf
- Strong writing, communication and public relations skills
- Strong organization and time management skills
- Strong computer skills in Microsoft Outlook, Word & Excel (Office suite)
- Excellent interpersonal skills as well as creative thinking skills

COMPENSATION AND BENEFITS

- Bi-weekly Salary: \$1408.00
- 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
- Rules of Golf training available

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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