



**TGR LIVE**

**JOB TITLE:** Volunteer Services Intern  
**LOCATION:** Pacific Palisades, CA  
**STATUS:** Seasonal/Temporary  
**SALARY:** \$18.00/hour

**ORGANIZATION:**

For more than 25 years, TGR Live has exclusively organized and managed fundraising events supporting TGR Foundation. It focuses on creating amazing experiences for the foundation's clients at world-class events. TGR Live provides a variety of services including hospitality management, public relations and marketing, tournament operations, and sponsor sales at PGA TOUR and signature events which benefit the foundation. For more information, visit [TGRLive.com](http://TGRLive.com).

**INTERNSHIP SUMMARY:**

This candidate will serve in a support role on all volunteer program related items and Tee Off For Youth. This position reports directly to the Events Coordinator. The candidate must have strong interpersonal communication skills, ability to balance multiple projects at once, be acutely organized, and be a self-starter. Primary responsibilities include but are not limited to the duties below.

**INTERNSHIP RESPONSIBILITIES:**

Volunteer Program:

- Support volunteer uniform shipping and packing, including list of volunteers, addresses, shipping labels, packaging, etc.
- Attend and assist with volunteer training sessions; support the volunteer uniform packing and distribution process onsite; manage tournament week uniform sales with support of the Events Coordinator and Volunteer Services Chair
- Inventory and organize items including volunteer uniforms, chairmen uniforms, legends club uniforms and pro-am gifts
- Check in at volunteer headquarters each morning on volunteer services volunteers, and engage with volunteers arriving for their shifts (double check the food and beverages are hot and plentiful, respectfully)
- Manage volunteer meal voucher distribution; pre-package and count out volunteer meal vouchers for each day and each committee
- Oversee volunteer surprise and delight program and encourage staff to engage with volunteers throughout tournament week
- Support volunteer party and raffle distribution
- Support post tournament volunteer uniform inventory, clean-up, etc.

Tee Off For Youth Program, Saturday February 21:

- Assist tournament staff with the Tee Off For Youth program including supporting event set up in conjunction with volunteers, group arrivals, event swag distribution, and walking the youth groups from buses through the proper channels to get on-course for youth day activities

Tournament Office:

- Answer Phones/General Tournament Questions
- Keep office clean and fully stocked with supplies as needed
- Monitor and schedule FedEx pick-ups and deliveries



- All other duties assigned

**EXPERIENCE, SKILLS & REQUIREMENTS:**

- Sport Management or Hospitality Management majors preferred
- Prior event or volunteer experience a plus
- Eligible to work in the United States; International students must have all visas and employment authorization
- Local candidates required; must be able to provide own housing and transportation to The Riviera Country Club
- Work collaboratively with other departments such as Golf and Operations on other projects as assigned
- Ability to communicate clearly with tournament constituents including staff, volunteers, corporate sponsors, host club personnel, and public
- Ability to function in fast-paced environment, handle multiple projects, and meet deadlines
- Self-discipline with schedule and time management
- Work extended hours, including nights and weekends leading up to and during the event
- Must be able to lift and carry at least 30 lbs

**TIME FRAME & SCHEDULE:**

January 27 – February 25, 2025

- **January 27 – January 31:** 8 hours
- **February 2 – February 22:** 24-66 hours per week
- **February 23- February 25:** 5 hours
  - Overtime is applicable for hours worked over 8 hours per day.

**TO APPLY:**

Please submit a cover letter and resume as a single PDF to Dora Seggelke at [dseggelke@tgrfoundation.org](mailto:dseggelke@tgrfoundation.org).

No phone calls please. Local candidates preferred.

TGR Live and TGR Foundation are proud to be an Equal Opportunity Employer.

*This position description is illustrative of duties typically performed by this role. It is not intended to be an exhaustive listing of each responsibility. Because position content may change from time to time, TGR Live reserves the right to add and/or revise responsibilities from this position at any time.*