



Position: USGA P.J. Boatwright Jr. Intern (funded by the USGA)

- Full Time Hourly Position (35 hours weekly)
- Adaptable work schedule
- 6-month Internship

Reports to: Director of USGA Programs

JOB SUMMARY: The USGA PJ Boatwright program is designed to give experience to individuals who are interested in pursuing a career in golf administration, while assisting state and regional golf associations in the promotion of amateur golf, on a short-term, entry level basis. An intern may help conduct tournaments, junior golf programs, membership services, and other general activities that promote the best interests of golf. A prospective intern should demonstrate strong managerial potential and a sufficient interest in golf.

ESSENTIAL RESPONSIBILITIES: The Boatwright will be expected to fulfill a number of miscellaneous duties, along with the following specific duties.

USGA Programs Department:

- Course Rating
 - Receive on-course training in the USGA Course Rating System
 - Pre-rating paperwork, attend ratings, and input data into the Course Rating software program
 - Maintain Course Rating files in the AWGA Office
- Handicapping
 - Receive training in the USGA Handicap System
 - Answer basic customer telephone inquiries regarding score posting
 - Prepare Handicap Certificates for certification seminars
- Prepare materials for AWGA Rules and Handicap seminars
- Attend and assist at National Championship Qualifiers, if these occur during term

Player Programs Department:

- Tournament preparation, including preparing paperwork, creating scoreboards, and loading equipment.
- Pack and load equipment into tournament vehicle
- Unpack equipment at tournament site, and upon return to the AWGA office
- Miscellaneous jobs at tournaments
 - Registration
 - Check Point
 - On course assignments
 - Scoring/data entry
 - Cleanup
 - Raffles and announcements at awards banquet
 - Taking photographs
 - Maintaining order in the tournament work room
- Tournament cleanup
 - Process scoring results, and creating file for posting on AWGA website and social media

- Downloading photos from camera for use in results, etc.
- Quarterly reports
 - Data collection

Information and Outreach Department:

- Website maintenance, including updating the RSS Feed, club contacts and Champions, Homepage banner, creating and updating webpages.
- Maintain social media outlets, i.e., Facebook, Instagram, and Twitter with updates from AWGA events and information.
- Communications
 - Assist with writing and importing images into Newsblasts
 - Assist with writing articles for the Newsletter
 - Assist with the AWGA Directory
 - Assist with the Annual Meeting Booklet
 - Create Hole in One Certificates and mailing to members

DESIRED QUALIFICATIONS:

- Passion for golf and growing the game of golf.
- Creative thinker with desire to work as a part of a fast paced team.
- Excellent people skills with the ability to work with volunteers, board, and staff.
- Extremely self-motivated, highly organized, and detail-oriented.
- Strong verbal and written communication skills.
- Very proficient with Microsoft Office Suite
- Very proficient with Adobe Creative Suite
- Ability to create/design documents
- See section titled *Competencies Required for Success in This Role* for more information.

TIME COMMITMENT:

- The USGA PJ Boatwright requires at least 35 hours of work Monday – Friday, with the occasional required weekend.
- The internship is either a 3 month, a 6 month or a 12 month internship with progress updates at 3, 6, and 9 months. The intern agrees to work a minimum of 3 months before pursuing other opportunities.

COMPETENCIES REQUIRED FOR SUCCESS IN THIS ROLE:

- **TEAMWORK:** available to provide help and support to staff and volunteers.
- **CUSTOMER SERVICE:** ability to answer phones and speak to members, staff, volunteers, and board members with a warm, inviting and helpful tone, building rapport with others.
- **DETAIL ORIENTED:** confirms accuracy of information and work, wants things done right and precisely, follows standards and procedures.
- **LISTENING:** practices attentive and active listening, hears people out, able to decipher the underlying message.
- **INNOVATIVE:** comes up with new and unique ideas, tries new approaches if the first one does not work, willing to step outside comfort zone.
- **ADAPTABILITY:** easily acclimates to different cultures and demographics, understands when a fresh approach is needed.
- **FLEXIBILITY:** able to change quickly and easily, willing to learn new methods or techniques, accepts assignments for different days/times.
- **SELF-MOTIVATED:** ability to manage time, stay on task, and be available to all departments for miscellaneous tasks when time permits.

HOW TO APPLY FOR THIS OPPORTUNITY:

PROSPECTIVE CANDIDATES: In order to become a USGA PJ Boatwright Intern with the AWGA send your resume to erin@awga.org with "USGA PJ Boatwright Internship" in the subject line.