



*USGA Boatwright Intern
(Tournaments and Administration)*

Job Purpose

The PJ Boatwright Internship was created by the United States Golf Association to provide an opportunity and education to individuals interested in seeking a career in golf administration. The internship is 3-18 months, and the intern will have an opportunity to work with all departments as part of the internship.

Duties and Responsibilities

- *Programs*
 - *Outreach: Support membership programs and initiatives*
 - *Tournament Operations*
 - *Assist with all aspects of conducting a competition including registration, starting, scoring, course setup, monitoring pace of play and communicating with tournament staff.*
 - *Assist with tournament preparation: identifying hole locations and creating hole location sheets and course marking*
 - *Training on tournament management system powered by Golf Genius in event set-up, creating pairings and tee sheets and scoring.*
- *AGA Department Support*
 - *Assist other AGA departments and learn other aspects of the business*
 - *USGA Services: World Handicap System, assist course rating teams and data input for course and slope ratings.*
 - *Marketing and Communications: Assist with website, social media platforms and videos*
 - *Member Services: Update membership and course directory*

Skills and Qualifications

- *Golf knowledge and background preferred.*
- *Experience with Microsoft Office is required.*
- *Live in Phoenix Metro (Scottsdale) local area throughout the duration of internship.*
- *Strong attention to detail and ability to work in team environment.*

Working Conditions

- *This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.*
- *Valid driver's license required. Willingness to travel and ability to drive company vehicles to tournaments.*
- *Willingness and ability to work early mornings and weekends and work 40+ hours per week as required.*
- *Must be able to lift 40 pounds and use tools needed to setup tent*

Send Resumes

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