JOB OBJECTIVE
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. AGA is offering a 3- or 6-month internships during the months of May through end of October. The internship pays $2000 per month and is considered a full-time position (40+ hours a week). The intern is responsible to the Tournament Department staff and will have an opportunity to work with all departments.

RESPONSIBILITIES

• Rules and Competitions
  ○ 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

REQUIRED QUALIFICATIONS

• Golf knowledge and background preferred.
• Willingness and ability to work early mornings and weekends, when necessary and lift up to 40 pounds.
• 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.
• Valid driver’s license required. Willingness to travel and ability to drive company vehicles to tournaments.

How to Apply
All candidates should submit a cover letter and resume electronically to Le Ann Finger, Sr. Director of Tournament Operations and Championships, at LeAnn@azgolf.org. No phone calls please.