



ARIZONA GOLF ASSOCIATION

Job Description

USGA P.J. Boatwright Jr.- USGA Services Internship

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. The AGA is offering a 6-month internship in this USGA Services based role for 2020. The internship pays \$2000 per month and is considered a full-time position (40 hours a week). The intern will report to the USGA Services Department staff but will be offered diversified experiences through each of the AGA's areas of programming.

RESPONSIBILITIES

- USGA Services
 - Course Rating
 - Take active role in all aspects of conducting USGA course rating evaluations, including but not limited to: team roster registration, course rating document setup, on-course data measurement and recording, post-processing and course rating software management.
 - Assist staff with the accurate measurement of Arizona golf courses for use in official USGA course rating evaluations.
 - Produce and issue educational content related to the course rating system which may be used for AGA team member development or general golfer support.
 - Handicapping
 - Become a topic expert on the World Handicap System (WHS) and affiliated GHIN software platform and technology.
 - Offer general member and golfer support for questions related to the handicap system or software used to house scoring records.
 - Oversee ongoing WHS education initiatives and 2020 club compliance program.
- Support of other AGA departments
 - Tournaments- Participate in USGA Qualifier setup, on-course operations and scoring
 - Marketing and Communications: Assist with online content and communication generation for posting to: web, 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 Derek McKenzie, Sr. Director of USGA Services, at dmckenzie@azgolf.org. No phone calls please.