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## *Employment Opportunity*

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**Job Title:** USGA Boatwright Intern  
**Company:** KGA-PGA, Inc (Golf House Kentucky)  
**Location:** Louisville, Kentucky  
**Reports to:** Director, Amateur-Professional Competitions  
**Works with:** Contestants, Staff, PGA Members, volunteers, golf course staff and general public  
**Status:** 4 Month Internship (Full Time)  
**Start Date:** Mid May  
**Resume Deadline:** April 1, 2017 for full consideration  
**Application:** Interested candidates should email resume and references in a PDF format to Bill Coomer, Director, Amateur-Professional Competitions ([bcoomer@kygolf.org](mailto:bcoomer@kygolf.org))

### **POSITION SUMMARY:**

Golf House Kentucky seeks an experienced and successful individual to serve as USGA Boatwright Intern. The individual is expected to be a self-motivated and enthusiastic individual with a genuine interest in the game of golf with an infectious personality who consistently portrays a courteous and “can do” attitude. The individual will be responsible for implementation of strategies, initiatives, and programming in the areas of junior activities and tournament administration. In addition, this individual will be exposed to the USGA Handicap System and USGA Course and Slope Rating.

### **WHAT YOU CAN EXPECT:**

**Typical Hours:** Most days begin between 6-7 a.m. and end between 8-10 p.m. If you are not a morning person, dislike traveling, or are unable to maintain a good attitude during long days, this internship is not for you.

**Travel:** The interns will travel extensively throughout the state of Kentucky during the internship to help conduct amateur and professional golf tournaments.

**Primary Responsibilities:** Interns will learn everything that is involved with conducting a golf tournament. Some of the duties and responsibilities include:

- Develop and foster long-term relationships with juniors and parents
- On-course rules officiating
- General tournament set-up and preparation
- Golf course set-up and preparation
- Starting and scoring of players
- Monitoring equipment inventory, maintenance and replenishment
- Public speaking
- Manage Player Ranking System

### **WHAT YOU BRING TO GOLF HOUSE KENTUCKY:**

- ✓ 20 years of age prior to starting internship
- ✓ Student or recent graduate, Sports Administration or related fields preferred
- ✓ Basic golf knowledge (Rules of Golf experience a plus)
- ✓ Ability to work and communicate in a team atmosphere
- ✓ Highly motivated
- ✓ Willingness to take an active leadership role
- ✓ Excellent communication and public speaking skills
- ✓ Strong organizational, planning, communication (both verbal/written) and presentation skills

**WHAT YOU BRING TO GOLF HOUSE KENTUCKY (Continued):**

- ✓ Proven ability to engage, collaborate, and build strong relationships with multiple audiences
- ✓ Strong attention to detail
- ✓ Willingness to be flexible
- ✓ Strong computer skills, especially Microsoft Office Suite (Word, Excel, PowerPoint) and web savvy
- ✓ Social media savvy
- ✓ Willingness to adapt and learn new technologies
- ✓ Ability to travel overnight, work early/late to include weekends

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ✓ Lifting and carrying equipment up to 50 pounds
- ✓ Stand and walk for extended periods of time
- ✓ Use of hands with computer data entry, phone assignments, collating materials, etc.
- ✓ Ability to hear and to see both short and long distances
- ✓ Ability to work outdoors in extreme conditions for long periods of time
- ✓ Able to operate an automobile and a golf cart
- ✓ Drive and operate company vehicle with trailer in tow

**WHAT WE PROVIDE:**

This is a paid internship with a month stipend of \$1,800 per month.

**Golf House Expenses paid by Golf House Kentucky:**

- Transportation to and from out of town event sites
- Mileage reimbursement if personal vehicle is used to travel to/from out of town event sites
- Lodging and meals while traveling
- Uniform shirts for event days

**Expenses not paid by Golf House Kentucky:**

- Travel expenses incurred during free time
- Personal phone calls
- Recreational expenses
- Personal purchases
- Dry cleaning or other hotel amenities

**ABOUT GOLF HOUSE KENTUCKY:**

Golf House Kentucky is a unique umbrella organization that manages the Kentucky Golf Association, Kentucky PGA and Kentucky Golf Foundation. Founded in 1978 by the Kentucky Golf Association and Kentucky PGA Section, Golf House Kentucky is headquartered in Louisville, Kentucky.

Golf House Kentucky conducts competitions for golfers of all ages, gender and skill levels, and provides valuable services to Kentucky PGA Professionals and member golf facilities. Working in partnership with the USGA, Golf House Kentucky provides individual golfers and member golf facilities with a wide range of services: Handicapping, USGA Course and Slope Rating, award programs, club consulting and golf management software. The family's philanthropic affiliate, Kentucky Golf Foundation manages the Kentucky PGA Junior Tour in addition to PGA REACH Kentucky, Kentucky Golf Hall of Fame/Museum and Learn Play Compete.

*For more information on Golf House Kentucky, please visit [kygolf.org](http://kygolf.org)*