



Job Title: USGA PJ Boatwright Intern
Department: Tournaments
Reports To: Director of Rules and Competitions
FLSA Status: Full-time (Non-exempt)

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. Interns are responsible to the Tournament Department staff and will have an opportunity to work with all Arizona Golf departments as part of the internship.

Desired term of Tournament Intern position: February 1, 2023 – December 31, 2023 (start date and term length flexible)

Duties and 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 education and support; Volunteer Course Rating Team coordination and operations.
 - 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.

Physical Requirements

- Must be able to lift 40 pounds and use tools needed to setup tent

Compensation and Benefits

- This is a full-time, non-exempt position. Wages are paid at an hourly rate: \$15 and supported by the USGA's PJ Boatwright Endowment Fund. Uniforms and transportation arrangements will be provided for work assignments based in the field.

Application Instructions

- The Arizona Golf Association is an Equal Opportunity Employer.
- To apply, please send a resume, cover letter and references to Logan Rasmussen, Director of Rules and Competitions, via email to Logan@azgolf.org.