

The Sun Country Golf House



The Sun Country Golf House is an alliance of the leading golf-related organizations in New Mexico and West Texas. The Sun Country Amateur Golf Association is the regional partner for the United States Golf Association while the Sun Country Section of the PGA serves in the same capacity for the PGA of America.

The two associations cooperate to support, market, grow and serve the game and industry of golf at all levels. Together they also operate the Sun Country Junior Golf Foundation and other growth of the game programming to support golf in the region. The alliance of these associations makes this entity the epicenter and home of the governing bodies for golf in our area.

SCAGA USGA P.J. BOATWRIGHT INTERNSHIPS



OVERVIEW

The Sun Country Golf House (SCGH) is an alliance of the leading golf-related organizations in the general areas of New Mexico and West Texas. The alliance of these associations makes SCGH the epicenter for golf in our area. The [Sun Country Amateur Golf Association](#) (SCAGA) is the representative for the United States Golf Association and the 13,000+ amateur golfers in region while the [Sun Country PGA Section](#) (SCPGA) is the representative body for the Professional Golfers' Association of America and our Section's 200+ PGA Professionals. The two organizations combine staffing and resources in the form of Sun Country Golf House. This allows the two groups to cast a wider net of influence while furthering shared goals together. Educating the public on the organizations, providing a great tournament schedule for PGA Professionals and amateurs, executing a junior tour, making New Mexico and West Texas a national golfing destination, and generally improving and promoting the game of golf are the focuses of this collaboration. Additionally, the PGA Section and Amateur Association share the Sun Country Golf Foundation, which provides education and financial support for programs in the areas of juniors, military, and diversity / inclusion.

REPORTS TO

Rules & Competitions Manager

APPLICATION DEADLINE

Dec 1, 2022

TERMS OF POSITIONS

Position 1: January – end of Nov 2023 (12 months)

Position 2: May - end of October 2023 (6 months)

Start and finish dates are flexible for the right candidates.

PURPOSE

This internship will provide a well-rounded experience in golf association administration. Hopefully, these experiences will align with the individuals' future personal and professional goals. The interns will be assigned

various responsibilities and will provide support at SCAGA events but will also be involved in some Junior Tour, Foundational, and PGA Section programs.

DUTIES

The person selected will be responsible for all facets of golf administration, including, but not limited to:

- Assisting at SCAGA tournaments and USGA Qualifiers in the areas of golf course setup, signage, Rules of Golf officiating, equipment setup, tournament software management, volunteer coordination, score entry, starting the field,
- Golf course setup
- Designing and setting up signage
- Volunteer coordination
- Rules of Golf officiating
- Tournament software use (BlueGolf)
- Score entry and prize distribution
- Prepare notice to competitors
- Receive and process tournament applications
- Member communications to promote services, upcoming events, etc.
- Course rating
- USGA Handicapping administration within the World Golf Handicap (WHS) and the Golf Handicap Information Network (GHIN)
- Inform members of benefits joining SCAGA
- Assist with website and social media updates
- Photograph players at various events for publication
- Assist Marketing Manager with creative visions for content
- Take on other tasks as directed by the Executive Director and other full-time staff.

OFFICE HOURS

Monday – Friday 8:00 AM to 4:30 PM are the typical office hours. However, this position has responsibilities requiring weekend and evening work and travel. Hours will fluctuate. Must be willing to work nontraditional hours with some long days included.

QUALIFICATIONS AND EXPERIENCE

- Working towards a bachelor's degree from a four-year college or university is recommended
- Knowledge of the game of golf, preferably in a tournament setting
- Knowledge of the Rules of Golf preferred
- Excellent interpersonal, public speaking, and writing skills
- Interest in a career in golf association administration preferred
- Familiarity with BlueGolf tournament software and the USGA Course Rating and World Golf Handicap programs a plus
- Reliable transportation and a valid driver's license required

POSITION / PHYSICAL CONDITIONS

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to manipulate, handle, or feel; talk; and hear. The employee is occasionally required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. This position must be able to travel for extended periods of time in various modes of transportation.
- The employee must occasionally lift and/or move up to 50 pounds.
- The employee must occasionally drive to locations two to five hours away.

- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.
- The employee must be able to drive the company vehicle/van and/or drive to and from various locations throughout the Section. 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.

COMPENSATION & BENEFITS

\$2,500 per month. Potential for some moving costs for the twelve-month internship.

Some uniform clothing will be provided, with the employee expected to always source and maintain a high standard of attire. Vacation, holidays, and sick time also included. Mileage, lodging, and meals reimbursement for work-related travel. Ample golf playing and practice privileges at golf courses in the region.

TO APPLY:

Please apply using the following links.

[11-12 Months Position](#)

[6-7 Months Position](#)



About New Mexico & West Texas:



Our region has a fantastic landscape with a ton of things to offer outside of golf. There are tons of hiking trails, camping sites, the Rio Grande River to explore, casinos, volcanoes, ancient ruins, national parks, and all different types of landscapes.

Visit NewMexico.org to see more things to do and explore the state region by region!

However, don't forget the golf!

