



Pennsylvania Golf Association

P.J. Boatwright Internship

Job Description

Intern reports to: Director of Operations, Martin D. Emeno, Jr.
mail: memeno@gapgolf.org; phone: 610-687-2340, ext. 27

Term of Internship: May 15, 2010 – Aug 15, 2010

Purpose: The purpose of the internship is to provide a person with a well-rounded and comprehensive introduction to a career in golf administration.

Primary Responsibilities: Assists with all phases of state competitions, Association member services and preparing for the future of golf in Pennsylvania.

Principal Duties:

- Assist in processing tournament entries
- Assist with tournament preparation at host clubs
 - Course set-up
 - Course marking
- Prepare materials for competitions, i.e., pairing sheets, scorecards, scoresheets, executive committee zone assignments, pace-of-play grids, local rules sheets, and hole location sheets
- Assist in tournament conduct:
 - Assist in insuring course is prepared according to plan
 - Assist in monitoring pace and officiating at tournaments by shadowing a rules official at tournaments throughout the season
 - Assist in scoring procedures
 - Assist in distribution of results to media
- Aid in providing telephone assistance and information
- Maintain a complete and current list of all courses in Pennsylvania
- Assist in preparation of forms and materials for course rating teams
 - Assist in course rating
 - Prepare review committee packets
- Assist in conducting fundraising golf competitions for the Caddie Trust
- Assist in supporting clubs using GHIN's TPP
- Assist in working on pairings for tournaments throughout the season

Primary Additional Duties

- Provide assistance to clerical staff in general office procedures
- Support committees with materials for meetings
- Provide assistance to other staff personnel as needed

Job Requirements

- Strong background in the game of golf
- Knowledge of Microsoft Office (Word, Excel, Access)
- Excellent verbal and written communication skills
- Willingness to travel (own car required)
- Strong work ethic and a willingness to learn

Compensation

- Salary \$1,550/month

Housing and Transportation

- The Intern must arrange for housing in the area and provide own automobile transportation. The Intern will be reimbursed for all related expenses when traveling on PaGA business and reimbursed for the use of personal automobile while on official business.

Application deadline: March 1, 2010