



THE WOMEN'S TEXAS GOLF ASSOCIATION 2008 USGA P.J. Boatwright Internship

Position: 5 Month USGA P.J. Boatwright Intern

Approximate Start Date: May 2008 – September 2008 (Flexible)

Job Description: This 5 month internship will provide an individual exposure to all aspects of golf administration. In addition to daily activities that will include general office administrative duties the internship will be involved in the following areas:

Championship Administration

- Assist in the administration and organization of tournament events including WTGA, USGA qualifying rounds
- Receive experience in the conducting of Association tournaments including course set-up, course marking, rules officiating, and other various tournament duties
- Assist at the Scoring Table of various Championships and gain knowledge of proper procedures for scoring and posting scores using TPP

Communications

- Assist with WTGA web site updates, newsletter, handicap revision
- Assist in preparation and WTGA publications (photographs & articles)
- Assist with the organization of Association marketing and communications activities

Course Rating

- Assist in measuring and rating courses
- Provide administrative and on-site support in organizing and coordinating course ratings

Requirements

- Well organized, energetic, self-starter with a strong work ethic
- Demonstrated professional verbal and written communication skills
- Willingness to travel within Southeastern Texas
- Computer literate with proficiency in MS Office software
- Must be a team player and work well in a group setting

Benefits

- Salary = \$1,550 per month, plus travel expenses provided
- Attendance at the P.J. Boatwright, Jr. Intern Orientation conducted by the USGA in Far Hills, NJ
- WTGA Staff apparel and uniforms
- Limited access to affiliated golf courses for playing/practice

Deadline to Apply: Open until filled

Send resume, cover letter, and a list of a minimum of three references to:

Women's Texas Golf Association

Attn: Kelly Kilgo

2909 Cole Ave – Suite 305

Dallas, TX 75204

OR

E-mail: email@womenstexasgolf.org

www.womenstexasgolf.org

