



USGA



USGA P. J. BOATWRIGHT, JR. INTERNSHIP

JOB DESCRIPTION

6-Month Internship - 2019

The USGA P. J. Boatwright, Jr. Internship was created to inspire and provide opportunities for qualified individuals interested in a career in golf administration with a particular focus on attracting and developing a diverse pipeline of future leaders, while supporting Allied Golf Associations that administer USGA core functions. The Washington State Golf Association (WSGA) is offering two 6-month internship opportunities in 2019. One will be more dedicated to the administration of championships, and the other will assist more with many other core services of the association listed below. The WSGA staff also administers the Pacific Northwest Golf Association (PNGA).

The WSGA is dedicated to enriching the lives of people in Washington and Northern Idaho through the many social, recreational, and lifetime benefits of the game of golf. The WSGA has evolved into one of the largest amateur golf associations in the United States providing a multitude of membership benefits and services to more than 69,000 individual members at over 700-member golf clubs throughout the state of Washington and Northern Idaho. Visit www.thewsga.org for more information.

The Pacific Northwest Golf Association (PNGA) is a 501(c)3 charitable, international amateur golf association. The PNGA is dedicated to preserving the true spirit of golf by supporting our allied associations, conducting quality championships and promoting activities beneficial to golfers in the Pacific Northwest. For over 116 years, the Association has been a pioneer in developing competitions and services and its mission has grown and evolved. Today, the PNGA remains committed to being a truly “regional” organization providing benefits and services to its members and member clubs throughout the Pacific Northwest. Visit www.thepnga.org for more information.

The WSGA and PNGA are both governed by a separate volunteer Board of Directors comprised of men and women from private and public golf clubs, representing every geographic region of each association. The WSGA and PNGA employs and shares a full-time staff of 15, headed by a CEO/Executive Director, with offices located in Federal Way, Washington. Under the direction of the Board of Directors and in conjunction with a number of standing committees, the staff administers the day-to-day affairs of the Associations. The PNGA and WSGA also cooperatively own and operate a golf course, The Home Course, in DuPont, Washington.

ASSOCIATION: Washington State Golf Association (WSGA) and the Pacific Northwest Golf Association (PNGA).

DURATION: Full-time; 6 months/paid

ULTIMATE SUPERVISOR: CEO & Executive Director

IMMEDIATE SUPERVISORS: Designated WSGA and PNGA staff members

GENERAL DUTIES: Performs duties and takes part in activities relating to all aspects of the WSGA and PNGA’s promotion and administration of amateur golf.

SPECIFIC DUTIES:

- 1) **Championship Administration** –As needed and at the direction of the Senior Director of Rules and Competition, attend and assist in conducting WSGA and PNGA championships and USGA qualifiers (i.e., equipment setup and breakdown, course marking, starting, pace of play, scoring, social media, administering the Rules of Golf, etc). In addition, assists the Senior Director of Rules and Competition prepare for the WSGA Championship and PNGA Championship Committee Meetings, as well as the annual WSGA and PNGA Player of the Year nominations and voting.
- 2) **Pacific Northwest Golfer magazine** – Under the direction of the Senior Director of Communications and Marketing and Director of Marketing, assists with preparations for production of *Pacific Northwest Golfer* magazine (published

four times a year). This includes research and writing of articles, collection of photographs and possible photography, and other general duties.

- 3) **Pacific Coast Golf Association and Pacific Coast Amateur Championship** – Assist the CEO/Executive Director with preparations for the Pacific Coast Amateur Championship proper (i.e., mail and email communication to players and Trustees/Executive Directors, organize and pack equipment, etc.). And attend championship that is held in late July.
- 4) **USGA Course and Slope Rating** – Under the direction of the Director of Handicapping and Course Rating, participate in several USGA Course and Slope Rating visitations to member clubs. Also assist with follow-up administration and paperwork after a rating visit.
- 5) **WSGA and PNGA Communications and Marketing** – Under the direction of the Director of Marketing and the Web Developer, assists the WSGA and PNGA in all marketing efforts, which includes assistance with updating the web site, putting together marketing material for various initiatives, and performing any other general communication and marketing duties, etc.
- 6) **WSGA and PNGA Membership** - Under the direction of the Director of Membership and Club Relations, assists the WSGA and PNGA in the administration of membership (i.e., distribute basic information to members about WSGA and PNGA membership), assisting with the Club Representative Program and perform other general membership administrative duties, etc.
- 7) **USGA Handicap System** – Under the direction of the Director of Handicapping and Course Rating, assists the WSGA in the administration of the USGA Handicap System (i.e., distribute basic information to members about the USGA Handicap System and GHIN Services, prepare for and assist in administering educational handicap seminars conducted by WSGA, perform other general handicap department administrative duties, etc.).
- 8) **The Home Course** – As needed, assist with basic duties related to the operations of the Association owned golf course, including course marking, surveys, running errands, etc.
- 9) **General Office Duties** – Assist all WSGA/PNGA staff with general office duties (i.e. photocopies, errands, occasionally answering telephones, mailings, and other basic duties).

REQUIREMENTS:

- Knowledge or interest in golf administration
- Strong organizational skills
- Proficient with Microsoft products including the Windows Operating Systems and Office Suite (Word, Excel, Access, Outlook, etc.)
- Experience with HTML code and/or updating web sites is a plus
- Excellent communication skills
- Ability to work in a fast pace environment and learn quickly
- Ability to work flexible and long hours

BENEFITS:

- Compensation - \$2000.00 a month
- All out of the office expenses will be covered by the PNGA/WSGA (meals, mileage, etc.)
- Opportunity to gain valuable experience in the field of golf administration

SEND RESUMES AND A COVER LETTER TO: Washington State Golf Association

Attn: Troy Andrew, Executive Director
1010 S. 336th Street, Suite #310
Federal Way, Washington 98003
troy.andrew@thewsga.org