

Idaho Golf Association



POSITION:

USGA P.J. Boatwright Competitions Intern

LENGTH OF INTERNSHIP:

6 Months: Mid-May through Mid-November

POSITION CONCEPT:

Funded through a grant from the United States Golf Association, the P.J. Boatwright Internship is tailored to prepare an individual through a comprehensive introduction and extensive training experience for a career in golf administration. The primary focus of this position will be to assist the IGA Competitions staff in the administration and operation of IGA and USGA events. This position will also have the opportunity to gain valuable experience in member services, handicapping, and course rating.

This position is based from the Idaho Golf Association's Boise Location.

RESPONSIBILITIES:

- Attend IGA Championships, Idaho Junior Tour events, and USGA Qualifiers
- Help troubleshoot questions from customers entering IGA Competitions
- Assist Staff in processing entry applications via phone, mail, and internet
- Coordinate the IGA's network of volunteers statewide for each IGA Championship and USGA Qualifier.
- Assist Staff with pre-event administration (host club communication, tournament material creation, etc.)
- Assist Staff with on-site set-up (course marking, Notice to Players creation, hole locations, etc.)
- Assist Staff with on-site event administration (starting, officiating, scoring, volunteer monitoring, etc.)
- Assist Director of Course Rating with measurement outings

REQUIREMENTS:

- Must possess good written and verbal skills and must feel comfortable interacting with people on a regular basis. Strong communication skills will be used daily
- Organization of tasks and excellent time management skills are essential
- Must gain a working knowledge of association policies and procedures and make appropriate decisions regarding those policies as necessary
- Must be confident to make decisions that represent the IGA
- Must understand an intern is representing the Idaho Golf Association at all times
- Must be willing to learn and apply the Rules of Golf at events under guidance from IGA Staff
- Must be inquisitive. Questions and criticisms are welcomed. Interns are encouraged to find new and innovative ways to conduct business more efficiently via discussion with IGA staff
- Must be conscience of appearance to all customers, players, associates, and spectators with the ability to control stress while working in a fast paced environment and multi-task effectively
- College graduates with a background in customer service and athletics are preferred
- Must have a working knowledge of computers, the internet, and Microsoft Office products
- Must be able to lift and manage 50 pounds as well as troubleshoot equipment and operational situations
- Must have housing accommodations in the Boise, Idaho area

TRAVEL:

- This position requires occasional extensive travel with the ability to be on the road for a full week including weekends
- Must possess a valid driver's license and be comfortable driving and packing vans

BENEFITS:

- This is a paid internship
- Food and accommodation expenses are paid for when traveling
- Staff apparel
- Golf playing accessibility
- Opportunity to work for the governing body of amateur golf in Idaho gaining valuable experience in the field of golf administration

APPLICATION/DEADLINE:

- All applicants must submit a Resume and Cover Letter all in the form of a PDF document by February 12th to amccormick@theiga.org