

The New York State Golf Association USGA P.J. Boatwright, Jr. Internship Opportunity



About the NYSGA

Formed in 1923 to administer the New York State Amateur Championship, the New York State Golf Association has grown to become the leader of golf in the state of New York. Responsible for the administration of 13 amateur championships, the NYSGA activities also include handicapping, member services, course rating, rules education, amateur reinstatement and growing the game of golf through the NYSGA Foundation's many initiatives.

P.J. Boatwright, Jr. Internship

Funded through a grant from the United State Golf Association, the five month P.J . Boatwright, Jr. Internship with the NYSGA is tailored to prepare an intern for a career in golf administration. Although focused on tournament administration, the intern will have an opportunity to gain valuable experience in member services, handicapping, course rating and the NYSGA Foundation.

Responsibilities

- Respond to general inquiries related to NYSGA Championships and State Days.
- Manage the tournament entry process, including data management and eligibility confirmation while also providing technical support to registrants as required.
- Monitor and update course and tournament information on website as needed.
- Assist with preparation and publication of information for contestants and officials.
- Provide support with on-site championship and State Days tournament administration, including player registration, equipment logistics, identifying and creating the local rules sheet, course marking and set up, live scoring, and volunteer services.
- Perform additional duties as assigned by the senior staff.

Requirements

- An interest in a career in golf administration.
- Excellent communication and organizational skills.
- A strong work ethic, enthusiasm for the game of golf and a self-motivated personality.
- Proficient in the use of MS Office programs.
- A willingness to travel throughout New York State.
- Access to an automobile.

Benefits

- Salary of \$2,000 per month plus reimbursement of any job-related expenses.
- Attendance at the P.J. Boatwright, Jr. Intern Orientation, conducted by the USGA
- Association logoed apparel.

Please send resume along with cover letter to:

New York State Golf Association
Bill Moore, Executive Director
P.O. Box 15333
Syracuse, NY 13215
bmoore@nysga.org
(315) 471-1372- fax

Application Deadline: March 1, 2012

The New York State Golf Association is located in Syracuse, New York. This internship is for a five month period. Starting date is negotiable, although it is preferred to begin by May 15.