

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



Job Title: USGA P.J. Boatwright, Jr. Internship in Jamesville, New York (Syracuse area)

Length: There are three internship positions available (6-month, 5-month, and 5-month) with the start date to be in April or May.

Job Summary: The USGA's P.J. Boatwright, Jr. Internship with the NYSGA has been designed to provide an intern with a high-level introduction to the field of golf administration, with a focus on all aspects of conducting amateur golf championships. Additional exposure will be provided in handicapping, course rating, communications, marketing, and the NYSGA Foundation.

Essential Duties and Responsibilities

- Be an integral member of the NYSGA team responsible for conducting all NYSGA championships and their regional qualifiers, NYSGA Amateur Series tournaments, USGA qualifiers, and championships for the Syracuse and Buffalo District Golf Associations. Assigned responsibilities at these tournaments include but are not limited to:
 - ♦ Setting up the golf course for tournament play, which includes determining daily hole locations and tee marker positions, marking the boundaries of the course (out of bounds, water hazards) and ground under repair, and creating the Notice to Players (rules sheet) with all applicable Local Rules and Notices.
 - ♦ Coordinating on-course assignments for NYSGA volunteers and managing the daily check-in process.
 - ♦ Performing on-course tournament administration roles in starting, scoring, spotting and officiating.
 - ♦ Setting up tournament supplies and corporate sponsor activations.
- Perform the internal administrative roles required to successfully administer all NYSGA competitions, including:
 - ♦ Reviewing tournament applications to ensure they meet eligibility requirements stated in the entry.
 - ♦ Assisting players who are unable to register using the online registration system.
 - ♦ Creating and emailing pairings and the Memorandum to Players (a detailed tournament informational document) to the field for each event.
 - ♦ Assist with preparation of materials for meetings, seminars, mailings, and tournaments.
 - ♦ Additional responsibilities as assigned by NYSGA staff.

Qualifications

- An interest in a career in golf administration. A background in golf is preferred, either working at a golf course or playing, but is not a requirement. Basic understanding of the Rules of Golf is a plus.
- Ability to live in Syracuse, NY area during internship.
- Self-motivated, detail oriented, personable, and a proven team player is a must.
- Comfortably lift and transport equipment that weighs up to ~50 pounds.
- Proficient in the use of MS Office programs (Word, Excel) and the Internet.
- Understanding that there is extensive travel throughout New York, must have your own transportation and a valid driver's license.
- Must be an amateur golfer. PGM students are eligible but PGA professionals/apprentices are ineligible.
- College degree preferred.

Compensation

- Salary of \$2,000 per month plus reimbursement of any job-related expenses.
- NYSGA/BDGA/SDGA apparel for tournament work.

Application Process:

The position will remain open until February 1, 2019. The start date will be determined by the mutual needs of the NYSGA and successful applicant. To apply, submit resume and cover letter to Andrew Hickey, Assistant Executive Director, at andrew@nysga.org.