

Idaho Golf Association



POSITION:

2024 USGA P.J. Boatwright Championships Intern

LENGTH OF INTERNSHIP:

3 Months: Mid-May through Mid-August (dates are flexible)

REPORTS TO:

IGA's Manager of Rules and Competitions

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 Championship staff in the administration and operation of IGA and USGA events. This position may also have the opportunity to gain valuable experience in member services, Handicapping™, and Course Rating™.

This position is based at the Idaho Golf Association's Boise location.

RESPONSIBILITIES: (Obj)

- Assist the IGA's Manager of Rules & Competition with conducting IGA Championships encompassing the following:
- Assist on-site at IGA Championships and USGA Qualifiers
- Assist customers with online registrations for IGA Championships
- 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, hole locations, etc.)
- Assist staff with on-site event administration (starting, officiating, scoring, volunteer monitoring, etc.)
- Attend Idaho Junior Tour events when requested

REQUIREMENTS:

- A strong knowledge of the game of golf and its etiquette is required
- Must possess excellent written and verbal skills and must feel comfortable interacting with people on a regular basis;
- Organization of tasks and excellent time management skills are essential
- Attention to detail, ability to multi-task, and strong problem-solving skills
- Must be confident to make decisions that represent the IGA
- Must understand an intern is representing the IGA at all times
- Willingness to learn and apply the Rules of Golf at events under guidance from IGA Staff
- Willingness to work in a fast-paced, team environment and be self-motivated
- College students 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
- Willing to work weekends, early mornings and long days as needed in potential extreme weather conditions
- Interns must have housing accommodations in the Boise, Idaho area
- Must have a laptop computer to be utilized in office and field

TRAVEL:

- This position requires 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
- 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 to Beaux@idahoga.org