



# Pennsylvania Golf Association

## P.J. Boatwright, Jr. Internship

### Job Description



**Intern reports to:** Director of Competitions, Cory Reighard  
email: creighard@pagolf.org; phone: 610-687-2340, ext. 19

**Term of Internship:** May 1, 2018 – Sept. 30, 2018

**Purpose:** The purpose of the internship is to offer a comprehensive introduction and extensive training experience to prepare for a career in golf administration.

**Primary Responsibilities:** Assists with all phases of state competitions, Association member services and preparing for the future of golf in Pennsylvania.

#### **Principal Duties:**

- Assist in processing tournament entries
- Assist with tournament preparation at host clubs
  - Course set-up
  - Course marking
- Prepare materials for competitions, i.e., pairing sheets, scorecards, scoresheets, executive committee zone assignments, pace-of-play grids, local rules sheets, and hole location sheets
- Assist in tournament conduct:
  - Assist in properly marking the course
  - Assist in monitoring pace and officiating at tournaments by shadowing a rules official at tournaments throughout the season
  - Assist in scoring procedures
  - Assist in distribution of results to media
- Aid in providing telephone assistance and information
- Maintain a complete and current list of all member clubs in Pennsylvania
- Assist in media coverage (photos, social media, communications) throughout the season

#### **Primary Additional Duties**

- Provide assistance to clerical staff in general office procedures
- Support committees with materials for meetings
- Provide assistance to other staff personnel as needed

#### **Job Requirements**

- Strong background in the game of golf
- Knowledge of Microsoft Office (Word, Excel)
- Excellent verbal and written communication skills, knowledge of social media
- Willingness to travel (personal car required)
- Strong work ethic and a willingness to learn

**Compensation**

- Salary \$2,000/month

**Housing and Transportation**

- The Intern must arrange for local housing and provide own automobile transportation. The Intern will be reimbursed for all related expenses when traveling on PAGA business and reimbursed for the use of personal automobile while on official business.

**Application deadline:** February 15, 2018

Please send cover letter and resume to:

Cory Reighard, Director of Competitions  
creighard@pagolf.org

[www.pagolf.org](http://www.pagolf.org)