



Job Title: USGA Intern
Department: USGA Services
Reports To: *Derek McKenzie, Senior Director of USGA Services*
FLSA Status: *Seasonal (Non-exempt), \$15.00/hour*

Job Purpose

The PJ Boatwright Internship was created by the United States Golf Association to provide an opportunity and education to individuals interested in seeking a career in golf administration. The intern will report to the Managing Director of USGA Services Department but will be offered diversified experiences through each of the AGA's areas of programming.

Duties and Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *USGA Services*
 - *Course Rating*
 - *Take active role in all aspects of conducting USGA course rating evaluations, including but not limited to: team roster registration, course rating document setup, on-course data measurement and recording, post-processing and course rating software management.*
 - *Assist staff with the accurate measurement of Arizona golf courses for use in official USGA course rating evaluations.*
 - *Produce and issue educational content related to the course rating system which may be used for AGA team member development or general golfer support.*
 - *Handicapping*
 - *Become a topic expert on the World Handicap System (WHS) and affiliated GHIN software platform and technology.*
 - *Offer general member and golfer support for questions related to the handicap system or software used to house scoring records.*
 - *Oversee ongoing WHS education initiatives and 2020 club compliance program.*
- *Rules and Competitions*
 - *Tournament Operations*
 - *Assist with all aspects of conducting a competition including registration, starting, scoring, course setup, monitoring pace of play and communicating with tournament staff.*
 - *Assist with tournament preparation: identifying hole locations and creating hole location sheets and course marking*
 - *Training on tournament management system powered by Golf Genius in event set-up, creating pairings and tee sheets and scoring.*
- *Communications*
 - *Cover and report on AGA events, including photography*
 - *Interview players and write championship recaps during tournament season.*
 - *Coordinate media and press related needs including event programs, media fact sheets, press releases, etc.*

- *Assist in drafting, editing and posting content for website (azgolf.org), newsletters, etc.*
- *Assist in management and content creation for the AGA's social media accounts (Facebook, Twitter, Instagram) with a goal of increasing engagement.*
- *Assist with video production and photography needs for association.*
- *Assist with media relations, tracking media coverage and updating of mailing lists.*
- *Sponsorship activation at events and analytic reports.*

Skills and Qualifications

- *Golf knowledge and background preferred.*
- *Experience with Microsoft Office is required.*
- *Live in Phoenix Metro (Scottsdale) local area throughout the duration of internship.*
- *Strong attention to detail and ability to work in team environment.*
- *Valid driver's license required. Willingness to travel and ability to drive company vehicles to tournaments.*

Working Conditions

- *This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.*
- *Willingness and ability to work early mornings and weekends, 40+ hours and travel as needed.*

Physical Requirements

- *Ability to lift up to 40 pounds and stand for long periods of time.*

Direct Reports

None

Please send resumes or inquires to Daniel Shoup, dshoup@azgolf.org