



in association with



### **2019 USGA P.J. BOATWRIGHT, JR. INTERNSHIP**

**JOB TITLE:** USGA P.J. Boatwright, Jr. Internship  
**STATUS:** Internship (WVGA Office Assistant)  
**DURATION:** 10 months  
**START DATE:** Mar. 2019 – December 2019

**JOB SUMMARY:** Funded through a grant from the United States Golf Association, the P.J. Boatwright, Jr. Internship is tailored to prepare a qualified intern for a career in golf administration. We are seeking a 10-month intern to assist the office staff with the daily operations of the organization. This position will also provide support at some golf championships throughout the season. The ideal candidate will be comfortable answering phones and greeting customers face to face. This person will be dependable, hardworking, and have a basic knowledge of Microsoft Office programs.

#### **DUTIES/RESPONSIBILITIES:**

- Answer telephone and direct calls appropriately; take detailed messages as needed
- Greet customers in store front
- Process online orders and payments
- Record data in Excel
- Process outgoing mail/orders
- Miscellaneous other duties as assigned or requested

#### **CHAMPIONSHIPS:**

- Attend some championship events
- Assist with setup & breakdown of event materials
- Provide assistance with registration needs

#### **REQUIREMENTS**

- Effective verbal and written communication skills
- Excellent telephone skills
- Ability to work in a team environment
- Proficient computer experience with Microsoft Office products as well as various office equipment
- Ability to take directions
- Dependable

#### **COMPENSATION/BENEFITS:**

- Paid Internship
- Association Travel Expenses Covered by Association
- Staff clothing

#### **SEND RESUMES TO:**

West Virginia Golf Association  
Attn: Danielle Bright  
2115 Charleston Town Center  
Charleston, WV 25389  
Email: [dbright@wvga.org](mailto:dbright@wvga.org)