



in association with



## 2021 USGA P.J. BOATWRIGHT, JR. INTERNSHIP

**JOB TITLE:** USGA P.J. Boatwright, Jr. Internship

**STATUS:** Internship – Championship/Event Operation

**LOCATION:** Charleston Office

**DURATION:** 3 months

**START DATE:** June 2021- August 2021

The 3month internship is designed and tailored to prepare a qualified intern for a career in golf administration. The position is focused primarily on the management of the WVGA tournament schedule, but additional responsibilities will provide experience in membership services. This position will be expected to travel on a regular basis with untraditional office hours.

### EVENT OPERATIONS:

- Assist in the organization and administration of state championships, tournaments including USGA qualifiers and events for men, women, seniors and juniors.
- Support all projects and activities of the Championship Department.
- Preparation of tournament reports and completion of pre-tournament checklist
- Receive on-site experience during Association tournaments including site preparation, course-marking and setup, tournament operations, and on-course duties.
- Assist with data entry, specifically tournament real-time scoring using GHIN and USGA Tournament Management Software.

### COMMUNICATION:

- Assist Championship staff with all player pre- and post-tournament correspondence.

### RECOMMENDED SKILLS

- High interest in golf administration
- Verbal and written communication skills
- Advanced computer skills with Microsoft Office and Excel experience
- Willingness to work in fast paced and team-oriented structure with emphasis on customer service.

### BENEFITS:

- Paid Internship
- WVGA Uniforms
- Association travel expense covered by association
- Parking reimbursement

### SEND RESUME, COVER LETTER AND APPLICATION TO:

West Virginia Golf Association

Attn: Brad Ullman

2115 Charleston Town Center

Charleston, WV 25389

Email: [bullman@wvga.org](mailto:bullman@wvga.org)