



in association with



**2023 USGA P.J. BOATWRIGHT, JR. INTERNSHIP**

**JOB TITLE:** USGA P.J. Boatwright, Jr. Internship  
**STATUS:** Internship (Championship Dept.)  
**DURATION:** 3 months  
**START DATE:** May 2023 – July 2023

**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. The position is focused primarily on the management of the WVGA tournament schedule, but additional responsibilities will provide experience in membership services. Responsibilities include:

**RULES AND COMPETITIONS:**

- Assist in the organization and administration of tournaments including WVGA, USGA Qualifiers, Senior Series and Callaway Junior Tour events.
- 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 Bluegolf Tournament Software.

**COMMUNICATION:**

- Assist Championship staff with all player pre and post tournament correspondence.
- Assist with daily tournament press releases.
- Assist with social media posts and content during the internship

**REQUIREMENTS**

- High interest in golf administration
- Verbal and written communication skills
- Advanced computer skills with MS Office and Internet
- Willingness to work in fast paced and team-oriented structure with emphasis on customer service
- Must be at least 18 years of age and be able to work in person at our Charleston, WV office

**COMPENSATION/BENEFITS:**

- Paid Internship
- Travel expenses covered by West Virginia Golf Association

**SEND RESUMES TO:**

Attn: Danielle Monk  
1 Frances P. Jordon Way  
Charleston, WV 25302