



USGA PJ Boatwright, Jr. Internship Program
3 to 5 month Internship in 2022
Tournaments, Events, and Communications/Social Media

The USGA P. J. Boatwright, Jr. Internship was created to inspire and provide opportunities for qualified individuals interested in a career in golf administration with a particular focus on attracting and developing a diverse pipeline of future leaders, while supporting Allied Golf Associations that administer USGA core functions. Washington Golf is offering a 3 to 5 month internship opportunity in 2022. This internship is mostly dedicated to championship administration. The Washington Golf staff also administers the Pacific Northwest Golf Association (PNGA).

Washington Golf is dedicated to enriching the lives of people in Washington and Northern Idaho through the many social, recreational, and lifetime benefits of the game of golf. Washington Golf has evolved into one of the largest amateur golf associations in the United States providing a multitude of membership benefits and services to more than 80,000 individual members at over 518-member golf clubs throughout the state of Washington and Northern Idaho. Visit www.wagolf.org for more information.

The Pacific Northwest Golf Association (PNGA) is a 501(c)3 charitable, international amateur golf association. The PNGA is dedicated to preserving the true spirit of golf by supporting our allied associations, conducting quality championships and promoting activities beneficial to golfers in the Pacific Northwest. For over 122 years, the association has been a pioneer in developing competitions and services and its mission has grown and evolved. Today, the PNGA remains committed to being a truly “regional” organization providing benefits and services to its members and member clubs throughout the Pacific Northwest. Visit www.thepnga.org for more information.

Washington Golf and PNGA are both governed by a separate volunteer Board of Directors comprised of men and women from private and public golf clubs, representing every geographic region of each association. Washington Golf and PNGA employs and shares a full-time staff of 15, headed by a CEO/Executive Director, with offices located in Tacoma, Washington. Under the direction of the Board of Directors and in conjunction with a number of standing committees, the staff administers the day-to-day affairs of the Associations. Washington Golf and the PNGA also cooperatively own and operate a golf course, The Home Course, in DuPont, Washington.

ASSOCIATION: Washington Golf and the Pacific Northwest Golf Association (PNGA).

DURATION: Full-time; 3 to 5 months/paid

ULTIMATE SUPERVISOR: CEO & Executive Director

IMMEDIATE SUPERVISORS: Shari Jacobson, Head of Operations

GENERAL DUTIES: Performs duties and takes part in activities relating to all aspects of WA Golf and PNGA’s promotion and administration of amateur golf.

SPECIFIC DUTIES (Majority of time spent on #1 Championship Administration):

- 1) **Championship Administration** – As needed and at the direction of the Senior Director of Rules and Competition, attend and assist in conducting WA Golf and PNGA championships and USGA qualifiers (i.e., equipment setup and breakdown, course marking, starting, pace of play, scoring, social media, administering the Rules of Golf, etc). In addition, assists the Senior Director of Rules and Competition prepare for the WA Golf Championship and PNGA Championship Committee Meetings, as well as the annual WA Golf and PNGA Player of the Year nominations and voting.
- 2) **Pacific Northwest Golfer magazine** – Under the direction of the Senior Director of Communications and Marketing and Director of Marketing, assists with preparations for production of *Pacific Northwest Golfer* magazine (published

four times a year). This includes research and writing of articles, collection of photographs and possible photography, and other general duties.

- 3) **USGA Course and Slope Rating** – Under the direction of the Director of Handicapping and Course Rating, participate in several USGA Course and Slope Rating visitations to member clubs. Also assist with follow-up administration and paperwork after a rating visit.
- 4) **WA Golf and PNGA Communications and Marketing** – Under the direction of the Director of Marketing and the Web Developer, assists WA Golf and PNGA in all marketing efforts, which includes assistance with updating the web site, putting together marketing material for various initiatives, participating in social media activity, and performing any other general communication and marketing duties, etc.
- 5) **WA Golf Membership** - Under the direction of the Director of Membership and Club Relations, assists the WA Golf and PNGA in the administration of membership (i.e., distribute basic information to members about WA Golf membership), assisting with the Club Representative Program and perform other general membership administrative duties, etc.
- 6) **USGA Handicap System** – Under the direction of the Director of Handicapping and Course Rating, assists WA Golf in the administration of the USGA Handicap System (i.e., distribute basic information to members about the USGA Handicap System and GHIN Services, prepare for and assist in administering educational handicap seminars conducted by WA Golf, perform other general handicap department administrative duties, etc.).
- 7) **The Home Course** – As needed, assist with basic duties related to the operations of the Association owned golf course, including course marking, surveys, running errands, etc.
- 8) **General Office Duties** – Assist all WA Golf staff with general office duties (i.e. photocopies, errands, occasionally answering telephones, mailings, and other basic duties).

REQUIREMENTS:

- Interest in golf administration
- Strong organizational skills
- Proficient with Microsoft products including the Windows Operating Systems and Office Suite (Word, Excel, Access, Outlook, etc.)
- Experience with HTML code and/or updating web sites is a plus
- Excellent communication skills
- Ability to work in a fast pace environment and learn quickly
- Ability to work flexible and long hours

BENEFITS:

- Compensation - \$2000.00 a month
- All out of the office expenses will be covered by WA Golf (meals, mileage, etc.)
- Opportunity to gain valuable experience in the field of golf administration

SEND RESUMES AND A COVER LETTER TO:

Washington Golf
Attn: Shari Jacobson, Head of Operations
3401 South 19th Street, Suite 200
Tacoma, WA 98405
sjacobson@wagolf.org