



**USGA PJ Boatwright, Jr. Internship Program.  
Internship Opportunities in 2025  
General Operations, Championships, and Communications**

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 multiple internship opportunities in 2025. The internship(s) provide a well-rounded opportunity to experience the administration of championships (both inside and outside the ropes) and assist with many other core services of the association. The Washington Golf staff also administers the Pacific Northwest Golf Association (PNGA).

Washington Golf is dedicated to enriching lives through the many benefits of golf by leading, supporting, and promoting the sport in our region. Washington Golf has evolved into one of the most significant amateur golf associations in the United States, providing many membership benefits and services to more than 95,000 individual members at over 500-member golf clubs throughout Washington and Northern Idaho. Visit [www.wagolf.org](http://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 member associations, conducting quality championships, and promoting activities beneficial to golfers in the Pacific Northwest. For over 120 years, the Association has been a pioneer in developing competitions and services, and its mission has grown and evolved. The Member Associations proudly collaborate and work together to serve as the “regional organization by providing additional benefits to the membership of each Member Association. Visit [www.thepnga.org](http://www.thepnga.org) for more information.

Washington Golf and the Pacific Northwest Golf Association (PNGA) share a full-time staff of 17 members, led by a CEO/Executive Director. They are located in Tacoma, Washington. Under the guidance of the Board of Directors and in collaboration with several standing committees, the staff manages the daily operations of both associations. Washington Golf and the PNGA jointly own and operate The Home Course, a golf course situated in DuPont, Washington. Additionally, the staff oversees the Washington Golf Foundation and the Pacific Coast Golf Association.

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

**DURATION:** Full-time; 3 to 6 months

**ULTIMATE SUPERVISOR:** Troy Andrew, CEO & Executive Director

**IMMEDIATE SUPERVISORS:** Shari Jacobson, Head of Operations and/or Nate Schroeder, Director of Championships & Golf Operations

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

**SPECIFIC DUTIES:**

- 1) **Championship Administration** – As needed and at the direction of the Director of Championships & Golf Operations, 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 Director of Championships & Golf Operations in preparing 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 Director of Communications, the Editor-in-Chief assists with preparations for the production of Pacific Northwest Golfer magazine (published four times a year). This includes research and writing articles, collecting photographs and possible photography, and other general duties.
- 3) **USGA Course and Slope Rating** – Under the direction of the Assistant 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 Manager of Communications and Marketing, assists WA Golf and PNGA in all communication and marketing efforts, which includes assistance with updating the website, putting together marketing material for various initiatives, attending and assisting with communications at championships, 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, assist WA Golf and PNGA in administering membership (i.e., distribute basic information to members about WA Golf membership), assist with the Club Representative Program, and perform other general membership administrative duties, etc.
- 6) **USGA Handicap System** – Under the direction of the Assistant 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 essential 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** (e.g., photocopies, errands, occasionally answering telephones, mailings, and other basic duties), and contacting and updating facility information.
- 9) **Washington Golf Foundation** – Assist the Foundation staff with administration and general office duties.
- 10) **Pacific Coast Golf Association** – Assist with the preparation and hosting of the Pacific Coast Amateur Championship.

#### **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 websites is a plus
- Excellent communication skills
- Ability to work in a fast-paced environment and learn quickly
- Ability to work flexible and extended hours

#### **BENEFITS:**

- Compensation is \$16.66 per hour, this is a full-time position with eligibility for overtime as needed
- Work-related travel expenses will be covered by WA Golf (meals, mileage, etc.)
- Opportunity to gain valuable experience in the field of golf administration

#### **EMAIL RESUMES AND A COVER LETTER TO:**

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