



## **LOUISIANA GOLF ASSOCIATION**

### **Employment Opportunity**

- POSITION:** USGA P.J. Boatwright internship
- AVAILABLE:** February through October 2020
- REQUIREMENTS:** Computer skills  
Preferably Microsoft Windows, Outlook, and Office (Excel, Word, and PowerPoint)  
Strong written, verbal, and public relations skills  
Good leadership and organizational skills  
Strong work ethic and willingness to learn new skills  
Some knowledge of and interest in golf administration  
Intern is required to attend orientation (funded by the USGA) in Liberty Corner, NJ.
- RESPONSIBILITIES:** Interact with LGA Board of Directors, LGA Member Clubs, LGA Championship event participants, other golf-related constituencies in Louisiana, and USGA staff. Participate on course rating and measurement teams, championship rules committees, and other field activities. Under the direction of the Executive Director, organize strategies for new initiatives in handicapping administration, promotion of the LGA, public relations, member services, and other areas as the need arises. This position will provide a wide-ranging experience for an individual seeking to pursue a career in golf administration (see attached job description for more).
- REPORTS TO:** Executive Director
- COMPENSATION:** Approximately \$1,900/month
- DEADLINE:** 5 PM, December 31, 2019
- APPLICATION PROCESS:** Please send resume, with a minimum of three references, and cover letter, stating why you are interested in the position, to:
- Logan Ray, Executive Director  
Louisiana Golf Association  
1003 Hugh Wallis Rd. S., Suite A-2  
Lafayette, LA 70508  
loganr@LGAgolf.org



## LOUISIANA GOLF ASSOCIATION 2020 USGA P.J. Boatwright Internship Job Description

**RESPONSIBILITIES:** Interact with LGA Board of Directors, LGA Member Clubs, LGA Championship event participants, other golf-related constituencies in Louisiana, and USGA staff. Participate on course rating and measurement teams, championship rules committees, and other field activities. Under the direction of the Executive Director, help in organizing strategies for new initiatives in handicapping administration, promotion of the LGA, public relations, member services, etc. This position will provide a wide-ranging experience for an individual seeking to pursue a career in golf administration.

**DUTIES:** The LGA's Boatwright intern will be involved with all facets of golf administration with a strong focus in the following areas: *Championship administration* (14 LGA events, 6 Louisiana Junior Tour events, and 8 USGA Qualifiers); The intern will help process entry forms, assist in the creation and publication of tournament pairings and starting times, preparing scorecards, make copies of various tournament documents such as pace of play sheets, hole location sheets, rules sheets, etc. While on site, but prior to the start of a Championship or Qualifier, the intern will help with course marking by painting stakes and penalty area lines. Where appropriate, the intern will assist with selecting hole locations and tee locations for the practice rounds and competition rounds. The intern will be responsible for ensuring that the starter's boxes on the first and tenth tees are stocked and the tents are up in the designated area. They will assist rules officials and monitor pace of play. They will help set up the scoring area and receive scorecards at the scorer's table, enter scores into the computer, and post results to the LGA's website. They also help with social media and marketing by taking photographs at events and posting to the LGA's social media accounts. After a Championship or Qualifier has concluded, the intern will assist in posting press releases and final results on the association website. The intern will also help compile season points list calculations. *Handicapping and Course Rating/Measurement*; Assist in creation and distribution of LGA course rating data. Assist in performing course ratings and measurements and any administrative work that should be completed before and after a rating (i.e., contacting raters, crunching numbers, entering data into CRP, sending correspondences to clubs, etc.). *General Office Admin*; answer phone, assist with assorted mailing to LGA Member Clubs, maintain databases for clubs and individual members, assist with the management of the association's website, process online membership applications, perform general office work, and complete special tasks as needed. In many ways, the intern is the face of the LGA and the USGA because often times they are the only person that LGA members interact with when calling the LGA offices about a GHIN question or golf related matter. The intern also attends all LGA Board of Directors meetings and helps in the prep work for those. The intern will also be involved with World Handicap System and Rules of Golf seminars that the LGA conducts.

**ON-SITE TRAINING:** Organization and administration; basic website management skills; championship administration; course-rating/measurement and handicapping concepts; team-building; marketing; member services; leadership; professionalism; GHIN platform and USGA TM skills; Rules of Golf