



POSITION: 2027 USGA P.J. Boatwright Internship – Operations

APPROXIMATE DATES: January 4 – December 14, 2027 (*flexible start/end dates*)

LOCATION: Lafayette, Louisiana

OVERVIEW

Working closely with the Louisiana Golf Association (LGA) Executive Director and staff, you'll be immersed in every aspect of golf operations. Experience what it takes to conduct a first-class championship and everything that goes on "behind the scenes." This job entails a great deal of detail, strong work ethic and customer service, willingness to learn, and being able to handle long hours working a variety of tournaments and engaging with the best that amateur golf has to offer in Louisiana. Travel, being outside on beautiful golf courses, and enjoying a team-first environment are some of the perks. The LGA has high standards and expectations and demands the best from our team to provide exemplary championships. We need an intern that's coachable and willing to take on additional responsibilities throughout the golf season. The intern will interact with LGA member clubs, championship participants, golf professionals, turf maintenance crew, LGA Board members, sponsors, volunteers, and USGA staff. You'll play a key role in promoting golf in Louisiana, ensuring members of the LGA and Louisiana Junior Golf Tour (LJGT) receive outstanding service and a memorable experience at every event.

You'll attend LGA Championships, LJGT tournaments, USGA Qualifiers, and participate in course rating assessments. The intern will gain insight into the inner workings of the golf industry. This comprehensive internship is ideal for anyone looking to launch a career in golf administration, providing a unique opportunity to develop skills in event management, communication, and leadership—all while fostering the growth of golf in Louisiana.

RESPONSIBILITIES

- Assist with general office duties, including customer relationship management (CRM) updates and member correspondence.
- Help manage the LJGT membership roster, ensuring timely registration and distribution of membership packages.
- Create events, pairings, starting times, and print necessary tournament materials (scorecards, hole locations, local rules, etc.) in the Golf Genius software.
- Attend course ratings as needed with the LGA Director of Member Services.
- Perform pre-tournament tasks, including course marking, course setup (setting tee markers and checking hole locations), setting up the starting and scoring areas.
- Assist in all other tournament operations for LGA Championships, LJGT events, and USGA Qualifiers.



- Set up TV leaderboards.
- Manage LGA and LJGT equipment, such as tee markers, flags, tents, radios, and coolers.
- Coordinate with volunteers during events and assist with radios and pace of play monitoring.
- Ensure Golf Genius live mobile scoring is functioning properly for each pairing group.
- Provide customer support through phone calls and emails, addressing Golf Genius and registration inquiries.
- Collaborate with the LGA Director of Communications to manage tournament-related social media accounts, ensuring quality event photos and timely updates.
- Assist with tournament breakdown.
- Assist with trophy and gift presentations at the conclusion of championships.
- Write thank-you notes to golf staff at host clubs and ensure the Player of the Year points are updated on the LGA website.
- You will become a valued member of the LGA team and contribute to other projects as directed by the LGA staff.

TRAITS AND EXPERIENCE

- Background in golf is not required, but a strong interest in golf administration or sports management is preferred.
- Self-motivated, personable, and enthusiastic with a strong work ethic.
- Outgoing “people person” as you will engage with a diverse group of golfers.
- Strong conflict resolution and communication skills, with the ability to navigate challenging situations effectively.
- Excellent written and verbal communication, along with exceptional customer service abilities.
- Proven leadership and organizational skills with a keen attention to detail.
- Punctual and reliable. Tardiness will not be accepted.
- Flexible schedule with the ability to work extended hours, early mornings, weekends, and travel frequently across Louisiana.
- Physically capable of lifting heavy objects, such as event equipment (e.g., ice chests, tee markers, flags, tents, etc.).
- Ability to reside near the LGA headquarters in Lafayette, LA, for the duration of the internship.

COMPENSATION: \$2,500/month *Job expenses are also covered (mileage, staff uniforms, meals while traveling, etc.)*

APPLICATION DEADLINE: Open Until Filled

TO APPLY: Email cover letter and resume to Logan Ray, Executive Director (loganr@lgagolf.org) and include a minimum of three references.