



## WISCONSIN STATE GOLF ASSOCIATION

11350 W. Theodore Trecker Way  
West Allis, WI 53214-1135



### Wisconsin State Golf Association – 2017 USGA P.J. Boatwright, Jr. Internship

#### **About the WSGA**

The Wisconsin State Golf Association was formed in 1901 and exists for the general purpose of promoting and conserving, throughout the state of Wisconsin, the best interests and the true spirit of the game of golf. The WSGA will conduct over 60 tournaments throughout Wisconsin in 2017 in addition to maintaining a uniform handicap system for its members.

#### **About the P.J. Boatwright, Jr. Internship**

Funded through a grant from the United States Golf Association, the P.J. Boatwright, Jr. Internship with the WSGA is designed to prepare an intern for a career in golf administration. Although focused on tournament administration, the intern will have an opportunity to gain valuable experience in all aspects of the Association.

#### **Internship Dates/Training**

The WSGA will be hiring three (3) P.J. Boatwright interns for the 2017 season to assist with the WSGA and Wisconsin Women's State Golf Association. The internship is a 3-4 month, full-time internship (approx. 40 hours a week), starting in mid-May and ending in mid-August. To assist with training, the USGA will conduct Intern Orientation for one selected WSGA intern at Golf House in Far Hills, NJ in May 2017. All expenses for the training will be covered by the USGA and WSGA. Interns will also have the opportunity to volunteer on a scoring committee for the 2017 U.S. Open at Erin Hills.

#### **Internship Activities**

- Preparing tournament materials (scorecards, pairings, etc.) prior to events
- Assisting with on-site tournament setup, execution, player registration and scoring
- Coordinating live scoring volunteers
- Rules of Golf education and experience as a rules official
- Course measuring and rating
- Other duties as assigned (mailings, answering phones, general office duties, etc.)
- 2017 U.S. Open Championship (June 12<sup>th</sup> – 18<sup>th</sup>)

#### **Qualifications**

- High interest in golf administration
- Excellent verbal and written communication skills
- Proficiency with MS Office programs
- A strong work ethic, enthusiasm for the game of golf and a self-motivated personality
- Willing to work weekends, early mornings and long days as needed
- Valid WI driver's license and dependable vehicle

#### **Compensation & Benefits**

- \$2,000/month, plus reimbursement of business travel expenses
- WSGA logoed apparel

#### **Application Instructions & Deadline**

To apply, please email a cover letter and resume to Assistant Director of Rules and Competitions, Geoff Pirkel (geoff@wsga.org) by **Friday, January 6<sup>th</sup>, 2017**.