



WISCONSIN STATE GOLF ASSOCIATION

11350 W. Theodore Trecker Way, West Allis, WI 53214
(414) 443-3560 • www.wsga.org

2019 P.J. BOATWRIGHT, JR. INTERNSHIP

ABOUT THE WISCONSIN STATE GOLF ASSOCIATION: The WSGA is a nonprofit organization that serves as the state's governing body for amateur golf. Founded in 1901, the WSGA is dedicated to promoting and conserving the game, throughout the state of Wisconsin and serving its membership of over 350 clubs and more than 40,000 individual golfers. The WSGA administers over 60 tournaments each year, including men's and women's tournaments and championships, junior championship, as well as WSGA and USGA qualifying events.

ABOUT THE P.J. BOATWRIGHT, JR. INTERNSHIP: In 1991, the USGA established the P.J. Boatwright, Jr. Internship Program. The program is designed to give experience to individuals who are interested in pursuing a career in golf administration, while assisting the WSGA in the promotion of amateur golf, on a short-term, entry level basis. Although focused on tournament administration, interns will have an opportunity to gain valuable experience in all aspects of the association. To assist with training, each year the USGA will conduct Intern Orientation for one selected WSGA intern at Golf House in Far Hills, NJ. All expenses for training will be covered by the USGA and WSGA.

LOCATION OF INTERNSHIP: The WSGA office is located at Golf House Wisconsin in West Allis (Milwaukee).

TERM OF INTERNSHIP: mid-May – late August (depending on availability)

DESCRIPTION: The Wisconsin State Golf Association is looking for three (3) talented, well-rounded individuals to fill internship positions. These are approximately 3-4-month long full-time internships that will provide exposure to all aspects of golf administration and communications. Interns will travel extensively throughout the state at times during the internship assisting in conducting competitions as well as assisting with other association administration.

RESPONSIBILITIES

- Assist WSGA staff with championships and qualifiers. This will include office administration for tournaments and championships, including processing of entries, creating and posting of tournament information and pairings, answering of phone and email inquiries, posting results, etc. Duties will also include on-site time at events throughout the year to handle duties assigned by the WSGA staff.
- Assist with WSGA Course Rating Committee to gain knowledge of the system.
- Monitor and update course and tournament information on website as needed.
- Assist with other state golf championships as directed by the WSGA staff.
- Become proficient with the USGA Handicapping and Course Rating Systems and the Rules of Golf.
- Perform additional duties assigned by the WSGA staff.
- Assist with answering general phone calls.
- Maintain work hours as defined by the WSGA.

REQUIREMENTS

- High interest in golf administration.
- Knowledge of golf (playing experience preferred).
- Excellent verbal and written communication skills.
- Advanced computer skills (Word, Excel, and database programs).
- Valid driver's license and access to a reliable automobile with the ability to travel in the state of Wisconsin.
- Willingness to work in a fast-paced and team-oriented structure with emphasis on customer service ideals.
- Strong work ethic, enthusiasm for the game of golf and self-motivated personality.
- Willing to work weekends, early mornings and long days as needed.
- Must be able to lift 50 lbs.

COMPENSATION & BENEFITS

- Approximately \$2,000/month
- Reimbursement of travel expenses
- WSGA staff apparel and uniforms

APPLICATION DEADLINE & INSTRUCTIONS: All applications must be submitted by **Friday, January 4th, 2019**. Applicants must note dates of availability during months of May – August as well as housing plans for the summer if living outside of a reasonable commuting distance from the WSGA office.

SEND LETTER OF INTEREST AND RESUME VIA E-MAIL TO:

Rob Jansen, Executive Director
Wisconsin State Golf Association
Email: rob@wsga.org