



Wisconsin State Golf Association

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

2024 WSGA/USGA P.J. BOATWRIGHT, JR. INTERNSHIP (5 POSITIONS AVAILABLE)

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 50,000 individual golfers. The WSGA administers over 90 tournaments each year, including men's and women's tournaments and championships, junior championships, 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. Interns will have an opportunity to gain valuable experience in all aspects of the association.

LOCATION OF INTERNSHIP: The WSGA office is located at the Golf House of Wisconsin in West Allis (Milwaukee). Some work may be done virtually as well.

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

DESCRIPTION: The Wisconsin State Golf Association is looking for five (5) talented, well-rounded individuals to fill internship positions. While all interns will have similar core responsibilities, each intern will have one of the following specialties: **Social Media Intern, Tournament Intern, Women's Tournament Intern and World Handicap System Intern**. These are approximately 3-4-month full-time internships that will provide exposure to all aspects of golf administration. 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 conducting tournaments. This will include office administration, 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.
- Provide a high level of customer service at all times.
- Perform additional duties assigned by the WSGA staff.
- **Social Media Intern** - Develop and execute a social media plan to promote the WSGA and its tournaments while growing followers and engagement.
- **Women's Tournament Intern** - Assist WSGA staff with championships and qualifiers while taking a lead role with women's events.
- **Tournament Intern** - Assist WSGA staff with championships and qualifiers while taking a lead role with men's events.
- **World Handicap System Intern** - Assist the Handicapping & Course Rating department with all matters related to the WHS.

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.
- 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 \$2,500/month.
- Reimbursement of travel expenses.
- WSGA staff apparel and uniforms.

APPLICATION DEADLINE & INSTRUCTIONS: All applications must be submitted by **Friday, December 29, 2023**. 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