

Idaho Golf Association/Idaho Junior Tour

**POSITION:**

2023 USGA P.J. Boatwright Idaho Junior Tour Intern

LENGTH OF INTERNSHIP:

3 Months: May through August

Reports To:

Junior Tour Director

POSITION CONCEPT:

Funded through a grant from the United States Golf Association, the P.J. Boatwright Internship is tailored to prepare an individual through a comprehensive introduction and extensive training experience for a career in golf administration. The primary focus of this position will be to assist the Idaho Junior Tour staff in the administration and operation of Idaho Junior Tour Summer events, the Idaho Junior Amateur, and national championships qualifiers. This position will also have the opportunity to gain valuable experience in member services and handicapping.

This position is based from the Idaho Golf Association's Boise Location.

RESPONSIBILITIES:

- Assist the Director of Junior Golf with conducting Idaho Junior Tour Summer events encompassing the following:
- Assist on site at Idaho Junior Tour events
- Assist customers with online registrations Idaho Junior Tour events
- Assist Staff with pre-event administration (host club communication, tournament material creation, etc.)
- Assist Staff with on-site set-up (course marking, Notice to Players creation, hole locations, etc.)
- Assist Staff with on-site event administration (starting, officiating, scoring, volunteer monitoring, etc.)
- Attend IGA Championship events when requested

REQUIREMENTS:

- A strong knowledge of the game of golf and its etiquette is required
- Must possess excellent written and verbal skills and must feel comfortable interacting with people on a regular basis; Strong communication skills will be used daily
- Organization of tasks and excellent time management skills are essential
- Attention to detail, ability to multi-task; strong organizational and problem-solving skills
- Willingness to learn and apply the Rules of Golf at events under guidance from IGA staff
- Must be confident to make decisions that represent the IGA
- Must understand an intern is representing the Idaho Golf Association at all times
- Willingness to work in a fast-paced, team environment and be self-motivated
- College students with a background in customer service and athletics are preferred
- Must have a working knowledge of computers, the internet, and Microsoft Office products
- Must be able to lift and manage 50 pounds as well as troubleshoot equipment and operational situations
- Willing to work weekends, early mornings and long days as needed in potential extreme weather conditions
- Interns must have housing accommodations in the Boise, Idaho area
- Must have a laptop computer to be utilized in office and field

TRAVEL:

- This position requires travel with the ability to be on the road for a full week including weekends
- Must possess a valid driver's license and be comfortable driving and packing vans

BENEFITS:

- This is a paid internship
- Food and accommodation expenses are paid for when traveling
- Staff apparel
- Opportunity to work for the governing body of amateur golf in Idaho gaining valuable experience in the field of golf administration

APPLICATION/DEADLINE:

- All applicants must submit a Resume and Cover Letter all in the form of a PDF document to cecilia@idahoga.org