

IDAHO JUNIOR TOUR

— P.J. BOATWRIGHT MEDIA INTERN



Length of Internship: 3 months Mid May through Mid August (dates are flexible)

Reports to: Director of Junior Golf

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 with all aspects of media and communications. This position may also have the opportunity to gain valuable experience in event administration, planning and operation of Idaho Junior Tour events.

Responsibilities: Assist the Director of Junior Golf with conducting Idaho Junior Tour summer events encompassing the following:

- Assist with maintaining Idaho Junior Tour Social media platforms
- Assist with creating videos for website and social media
- Assist with creating weekly newsletters
- Assist with maintain Idaho Junior Tour website
- Assist with taking photos at Idaho Junior Tour events, including the Idaho Junior Am
- Assist with creating Idaho Junior Tour communications and marketing materials

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 the regular basis
- Organization of tasks and excellent time management skills are essential
- Attention to detail, ability to multi-task; strong organizational and problem-solving skills
- Must be confident to make decisions that represent the IGA and Idaho Junior Tour
- Must understand that an intern is representing the IGA and Idaho Junior Tour at all times
- Willingness to work in a fast-paced, team environment and be self-motivated
- Must have a working knowledge of computers, the internet, and Microsoft Office products
- Must be able to lift and mangle 50 pounds as well as troubleshoot equipment and operational situations
- Willing to work weekend, 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 and Benefits:

- 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
- 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 to cecilia@idahoga.org