



Utah Golf Association

P.J Boatwright Internship

The Utah Golf Association (UGA) is the governing body of amateur golf in the state of Utah. The UGA conducts a full schedule, covering most of the calendar year, of over 20 amateur competitions and qualifying rounds, eight-man team leagues throughout the state, interstate competitions and team and individual participation in regional and national competitions. The UGA is governed by a volunteer Board of Directors made up of eleven men and women who serve for three, three-year terms. The day-to-day operations of the association are currently conducted by a full-time staff of five. The UGA has nearly 25,000 individual members and 120 clubs.

The UGA will be offering an internship in 2019 which is funded by the United States Golf Association. All interested applicants should apply directly to the UGA (see below).

POSITION:	3-month USGA P.J. Boatwright Internship
START DATE:	May-August 2019 (Dates are Flexible)
LOCATION:	Salt Lake City, Utah
SALARY AND BENEFITS:	\$12.50/hour plus job related expenses included mileage reimbursement. (Overtime pay where applicable)
REPORTS TO:	Kelsey Chugg, Membership Director
PLEASE INCLUDE:	Cover Letter, resume, references and a brief writing sample
DEADLINE:	Open until filled

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

Kelsey Chugg, Membership Director
Utah Golf Association
Email: kelsey@UGA.org

****This is a full-time internship. The individual must be available for the entire 3-month period. Hours may vary depending on seasonal duties.***

P.J. Boatwright Jr. Internship – Job Description

Overall Job Mission

This internship will involve exposure in all aspects of amateur golf administration. This includes: Membership services, support on the USGA Handicap System, an introduction to the USGA Course Rating System, championship administration, Rules of Golf education, association marketing, communications, media relations, general office administration and growing and administering women's amateur golf throughout Utah. Despite the diverse range of experiences, this internship will focus on the UGA's communications/media and membership department.

Primary Job Responsibilities

- Writing: Produce tournament recaps for UGA Championships and other statewide tournaments, original Utah golf stories, volunteer spotlight articles, etc.
- Social Media: Manage all UGA social media platforms, produce social media content and interact with the golf community within those platforms
- Video production: Produce short clips for social media and event recaps including player, professional and volunteer interviews
- Manage UGA website content including publishing stories and updating pages
- Work with member clubs to receive and post tournament scores for events held throughout the state. Manage the UGAs Player Performance Ranking system.
- Aid in the statewide adoption of the new tournament software program: USGA Tournament Management
- Assist Membership Director in carrying out marketing strategies.
- Act as support staff to the Membership Director in handling inquiries on the USGA Handicap System from members and member clubs.
- Work with the UGA Course Rating Committee to gain knowledge of the system.
- Monitor and update course and tournament information on the website as needed.
- Assist UGA staff members with conducting various meetings and seminars throughout the year.

*****General Job Responsibilities*****

- Office Hours – Maintain work hours as defined by UGA employee manual. This job requires a great deal of travel throughout Utah during the summer months.
- Employee Manual – Comply with all other expectations as defined in UGA employee manual.
- Phone Answering – Assist with answering general phone calls.
- General – Perform additional duties as assigned by the Executive Director and staff.