



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 (2)
APPROXIMATE DATES:	May – August 2019 (Dates are flexible)
LOCATION:	Salt Lake City, Utah
SALARY AND BENEFITS:	\$12.50/hour plus job related expenses including mileage reimbursement.
RESPONSIBILITIES:	See attached job description below
PLEASE INCLUDE:	Cover Letter, resume and references
DEADLINE:	Open until filled

Send letter of interest and resume via e-mail to:

Easton Folster, Director, Rules and Competitions
Utah Golf Association
Email: Easton@UGA.org

****This is a full-time internship. The individual must be available for the entire 3-month period.***

P.J. Boatwright Internship - Job Description

Overall Job Mission

This 3-month 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, volunteer coordination, association marketing, communications, media relations, general office administration and growing and administering women's amateur golf throughout Utah. This internship has been designed to offer an individual interested in pursuing a career in amateur golf administration a wide range of experience.

Primary Job Responsibilities

- Work with the UGA Director of Rules and Competitions to conduct championships and qualifiers. This will include office administration for the championships including the processing of entries, creation and posting of tournament information and pairings, answering of phone and email inquiries, posting results, etc. This individual's championship duties will also include a great deal of on-site time at events throughout the year to handle duties as assigned by UGA staff and board.
- Work with the UGA Director of Rules and Competitions to coordinate the 8-man and women's team play competition.
- Work with member clubs to receive and post tournament scores for events held throughout the state.
- Assist with other state golf championships as directed by the Executive Director and the board.
- Act as support staff to the Director of IT and Member Services 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.
- Work with the Executive Director on the implementation of UGA Strategic Business Plan for the association.
- Become proficient with the USGA Tournament Management Software, Handicapping and Course Rating Systems and the Rules of Golf.
- 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.
- 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.