2020 USGA P.J. Boatwright Jr. Internship Opportunity

The RDGA is now accepting applications for a USGA P.J. Boatwright Jr. Internship for the 2020 season.


DURATION: Between May 2020 and August 2020 (Up to 4 months of service)

COMPENSATION: $11.80 per hour/40 hours per week/some weeks OT as well at 1½ times pay.

DUTIES: You would be gaining firsthand experience into the very unique industry of golf. Along with general office duties and assisting in RDGA/USGA projects your duties will include:

_Tournaments_
- Assist in the planning and administration of local RDGA and USGA golf tournaments.
- Preparation of all tournament materials, reporting, venue setup and scoring.

_Handicapping & Membership_
- Assist with renewing and updating player memberships.
- Respond to member inquiries regarding handicap information and procedures.

_Course Rating_
- Assist course rating committee with preparing and compiling rating data.

_Communications_
- Assist Communications Director with media and public relations duties as needed.
- Help manage and update RDGA social media and website.

QUALIFICATIONS:
- Minimum One Year of College
- Your own transportation
- Your own laptop computer
- Strong website/social media experience
- Excellent verbal communication skills
- Ability to create written copy for websites/advertisements
- Knowledge and interest in marketing and promotions
- Ability to work weekends
- Proficient with MS Office (Adobe CS also encouraged)

RECOMMENDED SKILLS:
- Experience working with USGA GHIN Products
- Experience using any Golf Genius/USGA Tournament Management Software
- Strong knowledge of golf

ADDITIONAL OPPORTUNITY: Selected intern will travel to USGA Headquarters in Liberty Corner, New Jersey, May 2020 for Boatwright Orientation with all other selected interns from around the country. All expenses covered by the USGA. Great experience!

APPLICATION DEADLINE: March 15, 2020

TO APPLY: Send Resume and Cover Letter to: timvangellow@rdga.org
All applicants will be notified of further interest.