

New York State Golf Association  
**2020 Internship Opportunities**  
USGA P.J. Boatwright, Jr. Internships



The NYSGA is searching for three golfers to join our organization for the summer of 2020 as USGA P.J. Boatwright, Jr. Interns. In this role, you will be an integral part of a highly skilled team running championship golf tournaments at top clubs throughout New York. The internship experience with the NYSGA is unique given the level of hands-on experience you will receive and the freedom to use your unique skill set to undertake projects that will build your resume to best prepare you for the next step in your career. So, if you have a passion for golf (skill level doesn't matter to us!) and you want to be part of a fun, hard-working crew, we hope you'll consider joining us!

**Position:** USGA P.J. Boatwright, Jr. Internship (5-Month, 5-Month, 3-Month) - Desired start date in May

**Location:** The NYSGA office in Jamesville, New York (Syracuse)

**Responsibilities:** **Work at the NYSGA Office in Jamesville with the team to manage the internal administrative responsibilities related to conducting championship golf competitions:**

- Provide support (via email/phone) to customers utilizing the online registration software
- Review player applications to ensure they meet specific eligibility requirements
- Edit the NYSGA ([www.nysga.org](http://www.nysga.org)) and tournament specific websites
- Inventory and order tournament related supplies
- Create pairings and build tournaments using Golf Genius, the USGA Tournament Management software
- Communicate tournament specific information to players and NYSGA volunteers

**Travel to top golf courses as a member of an NYSGA team to conduct tournaments, fulfilling essential responsibilities (after extensive training) as assigned:**

- Set up the on-site NYSGA tournament office and event signage/supplies
- Prepare the golf course for tournament play, including marking the course (out of bounds, penalty areas, ground under repair), selecting daily hole locations and tee marker positions, determining volunteer assignments, and creating the Notice to Players with all applicable Local Rules and Notices
- Perform tournament administration roles: pre-round course setup, player/volunteer registration, starting, scoring, spotting, and/or Rules officiating
- Complete the tournament by breaking down supplies, preparing and sending player/media/volunteer reports/emails, and returning to NYSGA HQ

**Additional projects will be assigned and may include other core services provided by the association (GHIN Handicapping, Course Rating, Foundation, Communications, Marketing), based on the individual interest of the intern.**

**Requirements:**

- An interest in a career in golf administration.
- A background in golf, either playing and/or working at a course (pro shop, outside operations, golf course maintenance)
- Ability to work from NYSGA HQ in Jamesville, NY
- Self-motivated, detail oriented, personable, and a proven team player is a must
- Comfortably lift and transport equipment that weighs up to ~50 pounds
- Must have own transportation and a valid driver's license
- Must be an amateur golfer, PGM students are eligible but PGA professionals/apprentices are ineligible

**Compensation:**

- Salary of \$2,000 per month plus reimbursement of any job-related expenses and phone stipend
- Donald Ross apparel for tournament work

**To Apply:** Please send Resume and Cover Letter to **Andrew Hickey**, Assistant Executive Director ([andrew@nysga.org](mailto:andrew@nysga.org))

**THANK YOU MIKE, JACK, AND ADAM FOR A GREAT 2019!**

