

INDIANA GOLF



INDIANA SECTION

Promoting the Game, Honoring the Tradition.

INDIANA GOLF OFFICE

P.J. Boatwright Internship– Juniors & IGA

9 month internship

Description

The Indiana Golf Office is looking for motivated, organized and mature applicants to serve as a PJ Boatwright intern. The PJ Boatwright internship is a program administered by Allied Golf Associations through the USGA. The intern in this position will have primary duties with the Indiana Junior Golf Program and the Indiana Golf Association and will receive exposure to all Indiana Golf Office departments. The intern will also receive expense paid orientation for the program conducted at the USGA's Golf House in Far Hills, NJ.

Job Responsibilities

- Assist in coordination of all aspects of the Indiana Junior Golf Program
- Main in-house contact for the Indiana Junior Golf Program during the tournament season
- Become proficient with applicable tournament management software
- Responsible for processing entries, event transfers and cancelations and creation of tournament pairings
- Communication with Junior Tour Coordinators during the tournament season
- Excellent Customer Service for both adults and youth
- Indiana Golf Office administrative assistance as needed in all departments
- Assist with educational programs and staff training

Job Qualifications

- Interest in pursuing a career in golf or sports management or event management/operations
- General understanding of golf preferred, but not mandatory
- Efficient multi-tasking, time management and organizational skills
- Highly motivated self-starter willing to take active leadership roles and work well without constant supervision
- Ability to work and communicate effectively with adults and youth via phone, email and face to face interaction
- Ability to commute to the office on a daily basis
- Computer Skills– Microsoft Office and web based programs

Physical Demands

- Work outside in potentially extreme weather and temperatures
- Stand and/or walk for extended periods of time
- Operate own vehicle and golf carts
- Ability to spot golf balls on course
- Work potentially long hours, including very early mornings
- Lift and transport equipment up to 50 lbs.

Work Schedule

Starting Date: Mid-February or Beginning of March 2020

Monday-Friday 8:00am– 5:00 pm with extended or weekend hours possible.

Will also assist with tournaments as needed for the Juniors, IGA, PGA, IWGA and DCP events

Compensation

\$9.00/hr plus overtime for hours worked over 40hrs., for length of the internship

Mileage for tournament travel is reimbursed at \$0.50 per mile if necessary

Tournament related expenses such as lodging and meals is covered by the IJGP

Intern will be provided staff shirts and one piece of outerwear

Intern is responsible for providing their own staff pants/shorts/skorts, tournament shoes (tennis shoes or golf shoes) and rain gear

About the Indiana Golf Office:

The Indiana Golf Office is comprised of five organizations including: The Indiana Section PGA, the Indiana Golf Association, the Indiana Women's Golf Association, the Indiana Golf Foundation and The First Tee of Indiana. The IGO is also home to the Indiana Golf Hall of Fame.

MISSION: The Indiana Golf Office exists to provide quality programs and experiences to both active and interested people in an effort to promote, develop and enhance the game.

VISION: With one staff working in unison as the administrative arm for all five organizations, the Indiana Golf Office provides a vital hub for golf in Indiana, therefore providing opportunities to our constituencies in order to positively influence the golfers of today and tomorrow.

Resume Deadline Date– December 14, 2020

Application Instructions

Resumes for this position will be accepted via email at pdehaven@indianagolf.org. The subject line of the email should read: "Last Name, First Name– PJB Resume." Please combine your cover letter, resume and any additional materials as one PDF file attached to the email.

Emails or cover letters may be addressed to:

Paxton DeHaven
Junior Golf Director
Indiana Golf Office

Candidates will be contacted via email upon receipt of their resume. Candidates selected for interviews will be notified of the next step in the process.

****Position may be filled prior to the December 15, 2019 submission deadline, however, the position will remain open until filled.****