

## **NGF INTERNSHIP – POSITION DESCRIPTION**

### **BACKGROUND**

The Nebraska Golf Foundation is able to offer this internship through funding received from the United States Golf Association Foundation's P.J. Boatwright, Jr. Internship Program. The USGA established this program in 1991 to create job opportunities for individuals with a career interest in golf administration, and to assist regional and state golf associations on a short-term, entry-level basis. The program has a special interest in extending opportunities in golf to racial minorities and women. The Intern will be exposed to and gain experience in areas related to state golf association administration. The intern will provide assistance to the NGA/NGF Staff, Board of Directors, and Committee Members in the day-to-day operations of association activities, with a focus on NGF program preparation and administration.

### **DUTIES**

The NGF Intern will work both in the association office as well as on site at program sessions and association Championships.

- The intern will be responsible for oversight of the Nebraska Golf Foundation's Kids on Course program. The intern will work closely with the Kids on Course chairman to see that responsibilities are carried out and attend weekly sessions held both in Omaha and Lincoln.
- In-office, the Intern will prepare for Kids on Course sessions by organizing and logging volunteer information, communicating with service group leaders and volunteers, setting up and organizing teaching sessions and preparing individual class outlines and materials.
- On-site, the Intern will assist with all aspects of Kids on Course training sessions including golf instruction, etiquette and rules education and overall management.
- When not involved with Kids on Course, the intern will assist the NGA with its championships, handicapping and course rating duties as needed.
- The Intern may also assist with assorted mailings, filing, correspondence, general office work, and other special projects/tasks as needed.

### **COMPENSATION**

- This is salaried position paying \$1,500 per month (gross).
- Intern will be supplied with a NGA uniform and will be reimbursed according to the NGA Reimbursement Policy for any mileage, meals, and lodging (if necessary) when conducting NGA business.

### **LEAVE**

- The NGA and NGF observe Memorial Day and Independence Day as paid holidays.
- As this is a temporary salaried position, no paid sick leave or vacation leave is accrued.
- Any leave that is taken must be pre-approved by the Executive Director and will be considered leave without pay.

### **TERMS & CONDITIONS**

- This is a 2 ½ month internship beginning approximately May 15<sup>th</sup>.
- NGA/NGF Office hours are Monday through Friday, 8:00am - 5:00pm. Intern is expected to work during normal business hours for the duration of the internship. Work at tournaments will require longer hours and may involve some weekends. Some flexibility is permitted with the number of hours worked per day and days worked per week.
- Unacceptable performance of the above mentioned duties and/or lack of adherence to the outlined terms/conditions could be considered grounds for termination of the internship. Termination requires NGA Board review/approval.

### **APPLICATION DEADLINE**

Thursday, April 1, 2010