

USGA/NWAGA INTERNSHIP – POSITION DESCRIPTION

BACKGROUND

The Nebraska Women's Amateur Golf Association 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 NWAGA and NGA Staff, its Board of Directors, and Committee Members in the day-to-day operations of association activities, with a focus on tournament preparation and administration.

DUTIES

The USGA/NWAGA Intern will work both in the association office as well as on site at association Championships.

- In-office, the Intern will prepare for Championships by organizing and logging tournament entries, mailing confirmation letters, setting up tournament pairings on the computer, preparing scorecards and score sheets, and preparing and copying various tournament documents such as yardage sheets, pace of play sheets, hole location sheets, local rules sheets, liability waivers, etc.
- On-site, the Intern will assist with player registration, checking tee and hole locations, assisting rules officials, receiving scorecards at the scorer's table, entering scores into the computer, assisting with pairings, and other duties as needed.
- Follow-up tournament duties include point list tabulations, press releases to the media, thank you's to host club, etc.
- The Intern will assist with handicapping and course rating duties as needed.
- The Intern will also assist with assorted mailings, filing, correspondence, general office work, and other special projects/tasks as needed.

COMPENSATION

- This is a paid position made possible through a grant from the USGA's P.J. Boatwright, Jr. Internship Program.
- This is salaried position paying \$1,500 per month (gross).
- Intern will be supplied with a NWAGA & NGA uniform and will be reimbursed according to the NWAGA/NGA Reimbursement Policy for any mileage, meals, and lodging (if necessary) when conducting NWAGA/NGA business.

LEAVE

- NWAGA/NGA observes Memorial Day, Independence Day, Labor Day and Thanksgiving 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 an 7-month internship beginning approximately May 1st.
- NGA/NWAGA 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 NWAGA/NGA Board review/approval.
- Executive Director will submit a written report evaluating the Intern's performance to the USGA Foundation at the conclusion of the internship; Intern will also receive a copy.

APPLICATION DEADLINE

Thursday, April 1, 2010