



**Nebraska Golf Association**  
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[www.nebgolf.org](http://www.nebgolf.org)

Date: Thursday, December 19, 2019  
To: Career Services  
From: Craig W. Ames, Executive Director  
Subject: 2020 INTERNSHIP OPPORTUNITIES

Omaha, NE - The Nebraska Golf Association (NGA) office has five internship opportunities available in 2020. The United States Golf Association (USGA) Foundation has awarded a grant to the NGA to support these internships through the USGA's P.J. Boatwright, Jr. Internship Program. This program was created to inspire and provide opportunities for qualified individuals interested in a career in golf administration, with a particular focus on attracting and developing a diverse pipeline of future leaders, while supporting traditional Allied Golf Associations that administer USGA core functions. Prospective interns should demonstrate strong managerial potential and sufficient interest and background in golf.

The NGA is a non-profit organization serving over 150 member clubs and more than 22,000 individual members. The NGA was established in 1966 to foster, promote and advance the interests and the true spirit of amateur golf throughout the state of Nebraska. The NGA staff and volunteer Board of Directors serve their membership in such areas as: Handicapping, Course Rating, Junior Golf, Rules and Championships, as well as providing educational materials, workshops and information.

These full-time temporary positions will pay a stipend of \$1,600/month (gross). Intern is responsible for making his/her own housing arrangements.

Available internships (exact start and end dates are flexible) :

**USGA P.J. Boatwright Jr. Internships: Application Deadline: 1/31/2020**  
Three (3) — USGA/NGA — Summer 2020 - 3 Month Internship

**USGA P.J. Boatwright Jr. Internships: Application Deadline: 1/31/2020**  
Two (2) — USGA/NGA (Communications) — Summer 2020 - 3 Month Internship

Interested individuals should submit a resume (with references) and cover letter to:

Craig Ames, Executive Director  
Nebraska Golf Association

*Via mail*  
6618 South 118th Street  
Omaha, NE 68137

OR

*Via email*  
[comes@nebgolf.org](mailto:comes@nebgolf.org)

For further information, contact Craig Ames at the Nebraska Golf Association by phone 402-505-4653, ext. 102 or email: [comes@nebgolf.org](mailto:comes@nebgolf.org).

## **USGA/NGA INTERNSHIP (3-Month) – POSITION DESCRIPTION**

### **BACKGROUND**

The Nebraska 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. This program was created to inspire and provide opportunities for qualified individuals interested in a career in golf administration, with a particular focus on attracting and developing a diverse pipeline of future leaders, while supporting traditional Allied Golf Associations that administer USGA core functions. 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 Staff, 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 Intern will work both in the association office as well as on site at association Championships/Events.

- In-office, the Intern will prepare for Championships and events by managing tournament entries, assist in creation of tournament pairings, 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 advanced tournament duties including course marking and set-up as well as specific event related tasks such as checking tee and hole locations, registration, serving as a starter, assisting rules officials and volunteers, receiving scorecards at the scorer's table, entering scores and other duties as needed.
- Follow-up tournament duties include point list tabulations, thank you's to host club, etc.
- The intern will assist in managing both the NGA Interclub program.
- The intern will assist with Junior Golf activities including the NJGT and Drive, Chip and Putt.
- 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 \$2,000 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 observes Memorial Day, Independence Day, and Labor 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 internship will begin in mid-May and conclude in mid-August; exact start and end dates are flexible.
- NGA Office hours are Monday through Friday, 8:00 a.m. - 5:00 p.m. 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, not to exceed 40 hours 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.
- Executive Director will submit a written report evaluating the Intern's performance to the USGA at the conclusion of the internship.

### **APPLICATION DEADLINE**

Friday, January 31, 2020