

## **NGA P.J. BOATWRIGHT GENERAL INTERNSHIP – 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 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 helping manage tournament entries, assist in creation of tournament pairings, preparation of scorecards, 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 and organization of tournament materials.
- The intern will assist in managing both the NGA Interclub and the NGA's Youth on Course programs.
- The intern will assist with Junior Golf activities including NJGT events and Drive, Chip and Putt.
- The intern will assist with Nebraska Women's Amateur Golf Association activities including work at events.
- 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 non-exempt paid position made possible through a grant from the USGA's P.J. Boatwright, Jr. Internship Program.
- This is an hourly position paying \$15/hour + overtime.
- 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 holidays.
- As this is a temporary 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 May and conclude in 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.
- Intern will receive necessary training associated with the Rules of Golf, World Handicap System, Golf Genius Tournament Software and NGA Staff Policies, Procedures and Code of Conduct.
- 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**

Tuesday, February 28, 2023

Please submit a resume and cover letter to Craig Ames ([comes@nebgolf.org](mailto:comes@nebgolf.org))