

Wyoming State Golf Association

Position

P.J. Boatwright, Jr. Intern (Funded through a grant from the United States Golf Association)

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Organization

The Wyoming State Golf Association (W.S.G.A.) is the governing body of amateur golf in the state of Wyoming. Since its formation in 1922, the objective of the W.S.G.A. has been to promote and maintain the game of amateur golf throughout Wyoming.

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Term and Location of Internship

3 months beginning June 1, 2010

The Intern will be based at the WSGA headquarters in Casper, WY.

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Purpose

To offer a comprehensive introduction and training experience for a qualified intern to prepare for a career in golf administration.

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Job Description

Tournament Administration

- Attend preliminary site visits to meet and establish a relationship with the various course officials.
- Receive and process entry forms.
- Set-up tournaments of varying formats.
- Learn how tournament players are paired, using the handicap system for various tournament formats.
- Generate official score cards.
- Help at the registration and scoring tables.
- Assist in marking courses.
- Act as starter
- Shadow a rules official.
- Gain an understanding and knowledge of the rules of golf, under the guidance of the Executive Director.
- Record tournament scores.
- Prepare end of tournament reports and financial statements for office records.
- Act as Tournament Director for the Wyoming Junior Golf Tour

Communications

- Draft articles for "Scorecard" Magazine and WSGA website.
- Update website
- Create presentation materials for Board Meetings

Membership, Handicapping and Course Rating

- Assist in USGA Course and Slope Ratings
 - Answer inquiries into USGA Handicap System
 - Answer Golf Handicapping and Information Network (GHIN) Technical Support Inquiries
 - Make trips to various golf courses to meet with the course managers and learn what is required to successfully run a golf course.
 - Visit course superintendents to learn about problems of golf course maintenance and personnel.
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Qualifications

Applicants must have a high interest in golf administration, verbal and written communication skills, and proficiency with MS Office programs. Not eligible for consideration are WSGA or USGA employees or officials or their relatives, or past USGA grant recipients. Applicant must be available to attend USGA Orientation in Far Hills, New Jersey, during May.

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Compensation

\$4,650, or \$1,550 per month for 3-month internship.

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Housing & Transportation

The Intern must arrange for housing in the Casper area and provide own automobile transportation. The Intern will be reimbursed for all related expense when traveling on WSGA business and reimbursed for the use of personal automobile while on official business.

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Office Attire

The Intern will be expected to wear casual, neat, business-type attire for all office responsibilities.

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Send Resume and Cover Letter To:

Kyle Nuss, Executive Director
Wyoming State Golf Association
100 N. Center St., Ste. 205
Casper, WY 82601

Email: WSGA@bresnan.net

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Application Period

February 15, 2010 through April 2, 2010.

All applications must be received by no later than 4:30 p.m. (MST), Friday, April 16, 2010.