



## INTERNSHIP OPPORTUNITIES WITH THE IOWA GOLF ASSOCIATION

**POSITIONS:** USGA P.J. Boatwright Internships (two positions available)

**APPROXIMATE DATES:** 9-month internship, \*Apr-Dec, 2019  
3-month internship, \*mid-May – mid-Aug, 2019  
*\*exact dates will be negotiated during the hiring process*

**LOCATION:** Iowa Golf Association, Ankeny, Iowa

**JOB DESCRIPTION:** *Strong preference will be given to applicants with competitive golf experience at the high school and/or college level.* Working under the direction of the Executive Director and senior staff, the intern will learn about all aspects of amateur golf administration including the following:

### **General office administration**

- Compile and maintain office records, answer phone and respond to inquiries.
- Assist with mailings for seminars, meetings and championships.

### **Conduct of statewide golf championships**

- Assist in all aspects of tournament administration - pairings, scoring, course marking, rules, etc.
- Assist with preparation of information for competitors.
- Assist Rules Officials and Administrators at tournament sites.
- Compile data for Player of the Year Points System.

### **Communications and media relations**

- Take photographs/video at tournament sites.
- Produce and edit videos for website/news outlets.
- Assist in writing and posting material on association's web site and e-newsletter.
- Assist in writing and layout of Yearbook/Membership Directory

### **Handicap and Course Rating Administration**

- Assist with administration of handicap services.
- Assist with preparation and conduct of meetings and seminars.
- Assist course raters in the field.
- Assist in computer input of data and production of rating reports for clubs.

### **Strong consideration will be given to individuals who:**

- Are pursuing an education in sports administration or a related field;
- Demonstrate excellent communication skills;
- Have strong computer skills (website, graphic design, publishing software knowledge a big plus);
- ***Have played competitive golf and have an appreciation for the rules and the game of golf.***

**DEADLINE TO APPLY:** Monday, February 11<sup>th</sup> or until position(s) are filled (whichever is later)

**COMPENSATION:** \$1800 per month

### **PLEASE EMAIL RESUME AND COVER LETTER TO:**

Chad Pitts, Executive Director  
Iowa Golf Association  
[cpitts@iowagolf.org](mailto:cpitts@iowagolf.org)