



# INTERNSHIP OPPORTUNITY WITH THE IOWA GOLF ASSOCIATION

**POSITIONS:** USGA P.J. Boatwright Internship – (Championship Admin)

**APPROXIMATE DATES:** 4-month internship, \*May – Aug, 2025  
*\*exact dates will be negotiated during the hiring process*

**LOCATION:** Iowa Golf Association, Des Moines, Iowa

**JOB DESCRIPTION:** Working under the direction of the Executive Director and senior staff, the intern will learn about all aspects of amateur golf administration, with a focus on championship and USGA qualifier administration. Job duties will include, but not be limited to, the following:

**Conduct of statewide golf championships and USGA Qualifiers**

- Assist in all aspects of tournament administration - pairings, scoring, course marking, rules, etc.
- Assist with preparation of information for competitors and/or rules officials at tournament sites
- Respond to emails and phone calls about general tournament or qualifier related inquiries
- Compile data for Player of the Year Points System

**General office administration**

- Provide support to member clubs in their use of the USGA Tournament Management Software
- Compile and maintain office records, answer phone and respond to inquiries
- Assist with mailings for seminars, meetings and championships

*Additional duties may include...*

**Communications and media relations**

- Take photographs/video at events, including editing
- Assist in writing and posting material on association's website, e-newsletter, and yearbook

**Handicap & Course Rating Administration**

- Assist with administration of handicap services
- 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, Feb 3<sup>rd</sup> or until position is filled (whichever is later)

**COMPENSATION:** \$14 per hour

**PLEASE APPLY ONLINE VIA THE LINK OR EMAIL RESUME AND COVER LETTER TO:**

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

**Employer of Record & Personal Information:** *As a PJ Boatwright intern, you acknowledge that you will be employed by the Iowa Golf Association and not the USGA. However, given that the USGA provides grant funding to the Iowa Golf Association in support of the PJ Boatwright Internship Program, you understand and agree that any information you provide in this application may be shared with the USGA, subject to the [USGA Privacy Policy](#), and with the Iowa Golf Association.*