



INTERNSHIP OPPORTUNITY WITH THE IOWA GOLF ASSOCIATION

POSITIONS: USGA P.J. Boatwright Internship (Handicapping & Course Rating)

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 Handicapping and Course Rating. Job duties will include, but not be limited to, the following:

Handicap Administration

- Become knowledgeable of the rules of the World Handicap System
- Assist with administration of handicap services, including servicing the GHIN Handicap Service
- Assist with preparation and conduct of meetings and seminars related to WHS or GHIN

Course Rating Administration

- Perform course ratings as part of a team
- Input data following ratings and create appropriate reports
- Respond to inquiries from golf courses about ratings

General office administration

- Compile and maintain office records, answer phone, assist with mailings, etc.

Additional duties may include...

Communications and media relations

- Produce and edit videos and assist in writing for website/news outlets/Yearbook

Membership administration

- Respond to membership inquiries
- Work with current members on accessing all benefits of membership

Conduct of statewide golf championships

- Assist in aspects of tournament administration - pairings, scoring, course marking, rules, etc.

Strong consideration will be given to individuals who:

- Demonstrate excellent communication skills
- Have knowledge of the World Handicap System and have used it in the past
- Have strong computer skills (website, graphic design, publishing software knowledge a big plus);

DEADLINE TO APPLY: Monday, Feb 3rd 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

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.*