



Minnesota Golf Association

Serving the game for all golfers in Minnesota

***PJ BOATWRIGHT, JR. INTERNSHIP
JOB DESCRIPTION***

Working at the direction of the association's Tournament Director, the intern will be exposed to many areas of the administration of amateur golf.

The intern will participate in the following programs and duties will include:

OFFICERS

President

Ken Gerzsenyi,
Eastwood Golf Club

Vice President

Kip Colwell,
The Minikahda Club

Secretary/Treasurer

Barb Hanson,
Whitefish Golf Club

Past President

James M. Lehman,
Windsong Farm

**REGIONAL
VICE PRESIDENTS**

Metro

Jim Lahl,
Chaska Town Course

Randy Glasmann,
Keller Golf Club

Northeast

Bruce McInstosh,
Golden Eagle Golf Club

Northwest

Glen Hasselberg,
The Vintage at Staples

Southeast

Mark Bofferding,
Eastwood Golf Club

Southwest

Mark Loosbrock,
Worthington Country Club

West Central

John Young,
Balmoral Golf Course

STAFF

*Executive Director/
Chief Operating Officer*

Tom Ryan

- 1. Conduct of Statewide Golf Championships and Qualifying events**
 - a. Receive and process tournament applications
 - b. Verify and update handicap indexes; confirm player eligibility
 - c. Prepare and coordinate mailings to participants
 - d. Visit golf course with Site Captain to set up for tournament, meeting with Professional, Superintendent, and Catering personnel as needed
 - e. Assist in preparation of *Notice to Competitors, Local Rules/Hole Location Sheets, Official Score cards*, and other information
 - f. Assist in preparation of scoreboards
 - g. Assist in preparation of tournament site, including setting up scoreboard, tents, tournament office, and other equipment
 - h. Prepare kits for Site Captains
 - i. Coordinate packing of Association vehicle in preparation for tournaments
 - j. Serve as On-course Rules Official, Starter, Scorer, and in other rules capacities as needed
 - k. Entering of scores into tournament computer
- 2. MGA Junior Program**
 - a. Secure host sites and assist in coordination of Program
 - b. Compile weekly results for each District
 - c. Communicate with District Site Captains and Host Chairs
- 3. Coordinate Tournament Volunteer program**
 - a. Responsible for coordination of entire Tournament Volunteer program
 - b. Prepare and coordinate all mailings for tournament volunteers
 - c. Assist in assigning duties to volunteers for tournaments
 - d. Coordinate check-in for volunteers at tournament sites
 - e. Maintain volunteer records for days and hours worked
- 4. Communications Department**
 - a. Assist with address changes for magazine
 - b. Assist with the updating of Association's web site
 - c. Assist with the publication of press releases and in other areas as needed by Communications Director
- 5. Member Services Department**
 - a. Assist with the annual renewals of membership
 - b. Assist with mailings to member clubs, as available
 - c. Assist with inquiries for handicap information
- 6. Office Administration**
 - a. Assist in the preparation and coordination of mailings
 - b. Assist in answering of telephone inquiries
 - c. Assist with other general office duties as required
- 7. Course Rating**
 - a. Assist the course rating teams as required