



Minnesota Golf Association, Inc.
Job Posting
P.J. Boatwright, Jr. Internship



Opportunity: The MGA has two (2) internship positions available through the USGA's Boatwright Program, each with its own area of focus, but both include exposure to all areas of golf administration.

Objective: A comprehensive introduction and extensive training experience for individuals who are interested in pursuing a career in golf administration.

Requirements:

- Amateur (non-professional) golfer
- Previous golf experience/knowledge desired
- Strong attention to detail
- Excellent organizational, time-management skills and problem-solving skills
- Ability to learn job-related computer programs
- Strong written, verbal and telephone skills
- Ability and willingness to work in an office environment independently and as part of a team
- Good typing, filing and penmanship skills
- Ability and willingness to travel including overnight and some weekends

General Duties:

Tournament Intern #1 (March-October) / Tournament Intern #2 (May-September)

Assist in the administration of the MGA tournament program (including men's or women's amateur championships, qualifiers, and USGA qualifiers,), including, but not limited to, in-house tournament preparation, on-site tournament coordination, and tournament volunteer coordination.

Compensation: \$12 per hour. Eligible for overtime after 40 hours per week.

Hours: Full-time, if available; otherwise, part-time (may work around class schedule) during school and full-time other times. Winter weekday hours: 8:30 a.m. – 4:30 p.m., and Friday, 8:30 a.m. – Noon. Summer weekday hours: 8:30 a.m. – 4:30 p.m., with significant overtime required including early morning and late evening hours with some travel (requiring overnights) during the tournament season.

Employment: Employment periods vary by internship but generally span March through October. We may accommodate a candidate's spring/fall school schedule, if applicable.

Deadline: *Both are open until filled; if you are interested, apply now.*

To Apply: Indicate which internship(s) interest you (Tournament #1 and/or Tournament Intern #2), and send cover letter, résumé, references and spring and fall availability to:
Lisa Overom, MGA Assistant Executive Director
lisa@mngolf.org