



### **Employment Opportunity**

**Job Title: P.J. Boatwright Jr. Internship (provided through a grant from the USGA)**

**Reports to: Director of Rules & Competitions**

**Status: May through August**

**Start Date: May**

**Location: RIGA office in Providence, R.I. and throughout the state**

**Application Due Date: Open until filled**

**Job Description:** The USGA's P.J. Boatwright Jr. internship with the RIGA has been designed to provide an intern with a high-level introduction to the field of golf administration, with a focus on all aspects of conducting amateur golf championships. Additional exposure will be provided in member services, tournament management and other general office administration. The internship will provide a wide-range of hands on experience for an individual seeking to pursue a career in golf administration.

#### **Essential Duties & Responsibilities:**

- Tournament preparation
- On course tournament set-up & work (starting, scoring and other duties)
- Assist with processing tournament applications
- Maintain tournament entry database
- Coordinating on-course assignments for RIGA volunteers and managing the daily check-in process
- Assist with preparation of materials for meetings and mailings
- Photography (iPhone or provided camera) and other communications tasks as needed
- All other duties as assigned

#### **Qualifications:**

- Self-motivated, detail oriented, personable and a team player is a must
- Strong communications skills; written and oral (Microsoft Office etc.)
- Ability to work independently
- Ability to live in the RI area, is highly suggested
- Golf knowledge not required but preferred

**Other Qualifications:** Must have reliable transportation, valid license and proof of insurance.

**Physical Requirements:** There will be extended periods of sitting and standing, indoors and outdoors. Ability to lift 50 lbs.

**Compensation & Hours:**

- \$12 per hour. Eligible for overtime after 40 hours per week and any job-related expenses (meals, mileage, lodging etc.)
- Staff clothing for tournament work
- Hours depend on tournament schedule and duties. Typically two to three office days per week

**Application Deadline:** Feb. 18, 2019

**Apply:** All applicants should e-mail a resume and cover letter to Jim McKenna, Director of Rules & Competitions at [jmckenna@rigalinks.org](mailto:jmckenna@rigalinks.org). No phone calls.

RIGA is proud to be an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship, disability or protected veteran status.