



1 Buttonhole Drive Suite 2
Providence, RI 02909

Employment Opportunity

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

Reports to: Director of Women's Golf & Member Services

Status: May through August

Start Date: May

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

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 range of hands-on experiences for an individual seeking to pursue a career in golf administration.

Essential Duties & Responsibilities:

- Tournament preparation
- On course tournament setup and 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
- Assist at Men's Championships when there is not a Women's Tournament
- 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 Rhode Island area, is highly recommended
- 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:

- \$16 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. 23, 2024

Apply: All applicants should e-mail a resume and cover letter to Katie DeCosta , Director of Women's Golf & Member Services at kdecosta@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.