

SOUTHERN CALIFORNIA GOLF ASSOCIATION  
2008-2009 P. J. BOATWRIGHT, JR., INTERNSHIP POSITION

**POSITION:** P.J. Boatwright, Jr. Intern (Funded through a grant from the United States Golf Association)

**ORGANIZATION:** The SCGA is one of the nation's largest regional golf associations, promoting and protecting the best interests of golf in Southern California and providing membership services to 428 golf course facilities, more than 750 affiliate clubs, and over 168,000 individual members.

**TERM OF INTERNSHIP:** 12 months

**LOCATION:** The Intern will be based at the SCGA headquarters in Studio City, California.

**PURPOSE:** To offer a comprehensive introduction and training experience for a qualified intern to prepare for a career in golf administration.

**JOB DESCRIPTION:**

1) RULES AND COMPETITIONS DEPARTMENT

- Assist in the administration and organization of tournament events, including SCGA, California Golf Association, and USGA sponsored events.
- Receive experience in the on-site conduct of Association tournament events, including coordination of advance arrangements with the host course, course set-up, and organizing and working with the volunteer committee members at the event.
- Assist with the preparation of local rules for tournament events and interpretations of rules.

2) COMMUNICATIONS DEPARTMENT

- Assist in preparation and publication of "FORE Magazine" and annual "Southern California Directory of Golf".
- Assist with the organization of various Association marketing and communications activities.

3) HANDICAP AND MEMBERSHIP DEPARTMENT

- Assist with the annual renewal of memberships, including processing new individual applications and reinstatements received from member clubs.
- Assist in responding to inquiries regarding handicap record information and handicap procedures.

4) COURSE RATING DEPARTMENT

- Assist in measuring member courses in preparation for re-rating.
- Provide on-site support in organizing and coordinating course rating teams to re-rate member courses.

(Additional experience will be offered with other departmental responsibilities as schedules permit throughout the year.)

**QUALIFICATIONS:** Applicants must have a high interest in golf administration, verbal and written communication skills, and proficiency with MS Office programs. Not eligible for consideration are SCGA or USGA employees or officials or their relatives, or past USGA grant recipients. Applicant must be available to attend USGA Orientation in Far Hills, New Jersey, during May.

**COMPENSATION:** \$2,125 per month, for a total of \$25,500 for the 12-month internship.

**HOUSING & TRANSPORTATION:** The Intern must arrange for housing in the Los Angeles area and provide own automobile transportation. The Intern will be reimbursed for all related expense when traveling on SCGA business and reimbursed for the use of personal automobile while on official business.

**OFFICE ATTIRE:** The Intern will be expected to wear casual, neat, business-type attire for all office responsibilities.

**SEND RESUME AND COVER LETTER TO:** Kevin Heaney, Executive Director  
Southern California Golf Association                      EMAIL: [kheaney@scga.org](mailto:kheaney@scga.org)  
Post Office Box 7186  
Studio City, CA 91615-0186