



SOUTHERN CALIFORNIA GOLF ASSOCIATION  
2014 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, leading, serving and advancing golf in Southern California; the association provides membership services to 434 golf course facilities, more than 830 affiliate clubs, and over 150,000 individual members.

**TERM OF INTERNSHIP:** 7 months beginning Aug. 1, 2014

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

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

**JOB DESCRIPTION:**

1) RULES & 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 working with volunteer committee members at the event.
- Assist with the preparation of local rules for tournament events and interpretations of rules.

2) COMMUNICATIONS & MARKETING 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 & 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 offered with other departments including Club Services, Governmental Affairs and SCGA Youth on Course.)

**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 take part in an orientation at USGA Headquarters in New Jersey.

**COMPENSATION:** \$2,500 per month for the seven-month internship with some additional benefits.

**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. Occasional travel in Southern California is required.

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

**SEND RESUME AND COVER LETTER TO:** Frank Moore  
Southern California Golf Association                      EMAIL: fmoore@scga.org  
3740 Cahuenga Boulevard  
Studio City, CA 91604

**APPLICATION PERIOD:** All applications must be received by no later than 4:30 p.m. (PST), July 18, 2014.