



Job Posting

Job Title:	USGA P.J. Boatwright Intern
Reports To:	Program Manager
Direct Reports:	None
FLSA Status:	Hourly, Non-Exempt
Pay Rate:	\$18.00/hr

About SCGA:



SCGA Junior Golf Foundation's mission is to develop an inclusive golf community that enables kids to thrive on & beyond the course. Through its programs, SCGA Junior Golf Foundation works to fulfill its mission by creating affordable access to golf for all youth, teaching smart decision-making skills on and off the course and developing a culture of healthy lifestyles. Founded in 1983, SCGA Junior Golf Foundation is the philanthropic arm of the Southern California Golf Association.

Job Summary:

This 12-month full-time internship will be an in-depth experience in youth development, junior golf, fundraising and nonprofit management. With a membership of more than 5,000 junior golfers, this individual will support all operations of SCGA Junior. Daily responsibilities will include supporting program staff with the administration of membership, golf outings and activities, player and youth development programming, equipment programs, scholarships and more. This intern will support staff in the field, as needed, to help with player development classes, outreach and playing opportunities.

The work schedule will be Monday, Tuesday, Wednesday, Thursday and every other Saturday (track off scheduling). Medical, dental and vision benefits are offered in addition to a 401k and pension plan.

Essential Responsibilities include:

-  Management of all Club and PYD membership administration, credential mailing, participant tracking and customer service.
-  Supports membership and tracking growth.



- 🌀 Manages registration pages for programming activities including classes, game days, assessments, club fittings, leagues, club outings and tournament series events; uploads data to Salesforce as needed for reporting purposes.
- 🌀 Supports Club Outings program including site procurement, registration, player safety, and volunteer management.
- 🌀 Supports with development initiatives including donor appeals, giving fulfillment, and special events.
- 🌀 Provides customer service across the entire organization including answering calls and emails and assisting and resolving customer issues with all programming and development areas at the basic level.
- 🌀 Assists with PYD classes, playing opportunities and events in the field, as needed.
- 🌀 Support development and management of content for all SCGA Junior electronic communications, including numerous newsletters, digital blasts and scgajunior.org.
- 🌀 Support social media program, including creating posts, captions, and social media graphics in partnership with the SCGA's communications and marketing manager.
- 🌀 Attend various SCGA Junior events serving as the primary onsite communications lead
- 🌀 Assists with the development of communication and marketing materials including newsletters, web stories, and collateral materials. Responsible for the creation of various participant newsletters.
- 🌀 Oversees online PYD store where juniors can purchase replacement gear and membership cards; oversees mailings when necessary.
- 🌀 Supports and assists staff in other activities such as golf outings, community outreach and other new program initiatives.
- 🌀 Participates in activities of other SCGA departments as assigned including participation in a course rating, support of a tournament, and assistance at SCGA promotional events.
- 🌀 Handles and performs other duties as may be assigned.

Demonstrated Skills, Abilities and Competencies:

- 🌀 Independent decision-making
- 🌀 Ability to take the initiative to assess and improve programs as needed
- 🌀 Ability to persuade stakeholders to his or her point of view
- 🌀 Ability to work under pressure, taking in diverse and at times conflicting information and making informed decisions in a timely manner
- 🌀 Good listening skills and the ability to manage and resolve conflicts
- 🌀 Conveys a demeanor that is professional yet approachable
- 🌀 Effective team builder who is supportive of others
- 🌀 Adaptable and flexible with changes in the work environment and implements effective changes to improve results



- 🌐 Works within approved budget
- 🌐 Prioritizes and plans work activities
- 🌐 Knowledge of AP Style preferred
- 🌐 Working knowledge of social media platforms including Instagram, Facebook and Twitter
- 🌐 Excellent communication and grammar skills – both verbal and written, with a specific skill in presentations
- 🌐 Detailed oriented, well-organized and have strong analytical and interpersonal skills
- 🌐 Meets productivity and quality standards of SCGA Junior

Education and Experience:

- 🌐 Bachelor's degree from a four-year college or university is required
- 🌐 Previous golf experience is desirable

Physical Demands:

The physical demands described here are representative of those that must be met by an intern to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the intern must be able to see, talk, hear and use hands and fingers in performing majority of work. The intern is frequently required to reach with hands and arms. The job requires the intern to have dexterity in using telephone, computer keyboard, mouse and calculator while seated at a desk and ability to climb stairs. The intern is occasionally required to stand, walk, climb or balance. The intern must regularly lift and/or move up to 15 pounds and occasionally lift and/or move up to 45 pounds. The intern frequently moves within the building to interact with fellow staff. Specific vision abilities required by this job include close and distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Must be able to operate standard office equipment, such as computer, calculator, fax machine, photocopier, etc.

Work Environment:

The work environment characteristics described here are representative of those an intern encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the intern is required to work in an office environment or outside for certain events, and the noise level is usually quiet to moderate.



To Be Considered as a Candidate:

Applicants must submit a cover letter and resume to Ted Michelson (tmichelson@scga.org) as soon as possible, with the subject line: Boatwright Internship. Open until filled.

SCGA Junior is an Equal Opportunity Employer. In addition, the organization will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.