



## Job Posting

<b>Job Title:</b>	P.J. Boatwright Jr. Intern
<b>Reports To:</b>	Director, Championships & Golf Operations
<b>Direct Reports:</b>	None
<b>FLSA Status:</b>	Hourly, Non-Exempt
<b>Pay Rate:</b>	\$18/hour

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### About SCGA:

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 170,000 individuals through the more than 1,500 member clubs.

### Job Summary:

This 3-month full-time internship offers an introduction and training experience to prepare for a possible career in golf administration.

### Essential Responsibilities include:

#### 1. Championships & Golf Operations

- Provide administrative assistance for the department's programs.
- Support numerous SCGA events, including qualifiers, championships, and One-Day Series tournaments. Primary duties include:
  - Coordination with host facility personnel;
  - Golf course set-up;
  - Preparing pairings, information sheets, local rules, and volunteer assignments;
  - Serving as on-site supervision; and,
  - Managing numerous volunteers at each event.

#### 2. Communications & Marketing

- Assist with the implementation of various association marketing and communications activities.
- Support partnership events with Southland golf retailers.
- Assist in preparation of member content and updates to scga.org and other platforms.

#### 3. May also support other departments such as Member Services, Membership Development, and Governmental Affairs.



**Demonstrated Skills, Abilities and Competencies:**

- High interest in golf administration.
- Excellent verbal and written communication skills.
- Proficiency with MS Office programs.

**Education and Experience:**

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

**Transportation:**

The intern must be able to operate a car safely, have a valid driver's license and provide proof of adequate car insurance. The intern will be reimbursed for all related expenses when traveling on SCGA business and reimbursed for the use of personal automobile while on official business.

**Physical Demands:**

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

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. 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 for extended periods of time and the noise level is usually quiet to moderate.

**To Be Considered as a Candidate:**

Applicants must submit a cover letter and resume to Jeff Ninnemann ([jninnemann@scga.org](mailto:jninnemann@scga.org)) by Aug. 22, 2021. Not eligible for consideration are SCGA or USGA employees or officials or their relatives, or past USGA grant recipients.

*SCGA 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.*