



GEORGIA STATE GOLF ASSOCIATION

**Position:** USGA P.J. Boatwright Jr. Internship - 3 Months

**Reports To:** Director, Junior Golf

**Employment Term:** May 1-August 1, 2018 (flexible)

**Deadline for Applications:** February 1, 2018 (please submit cover letter and resume).

Please submit materials to:

Michael Rakowski, Manager, Junior Golf  
Georgia State Golf Association  
121 Village Parkway, Bldg. 3  
Marietta, GA 30067  
E-mail: [mrakowski@gsga.org](mailto:mrakowski@gsga.org)  
Fax #: (770) 955-1156

### **Experience**

- Minimum of High School Diploma or equivalent
- Knowledge of the game of golf and its Rules preferred
- Strong written and verbal skills desired
- Knowledge of Microsoft Office and other computer programs required
- Attention to detail, strong organizational and leadership skills desired

### **Duties**

- Answer phones and assist members with various needs and requests
- Assist with organization and delivery of membership mailings
- Organize and assist with Orientation/Rules Seminars
- Administer and officiate summer tournaments where needed (including player registration, starting, scoring, roving, pace of play monitoring, electronic score/data entry)
- Assist Tournament Directors and Staff Members with Rules situations and questions
- Assist with staff recruitment, scheduling, training and payroll.
- Build and maintain positive relationships with golf course professionals and superintendents
- Assist with organization and preparation of tournament equipment
- Assist Manager, Junior Golf with planning and executing *Skills Challenges Series*
- Responsible for planning and executing a *Season-Ending* Championship, including scheduling and communicating with site, ordering tee gifts and awards, staffing, organizing equipment, creating pairings, printing scorecards, electronic score/data entry, and serving as official in charge
- Assist in organizing and conducting special events such as:
  - Grand Championship (player registration, equipment logistics, staffing, course marking and set up for three days of play, member of Rules committee and rover for one side of course)
  - Regional Championship (player registration, equipment logistics, staffing, and general Rules official)
  - Beginner Championship (player registration, equipment logistics, staffing, and general Rules official)
- Assist Director and Manager with scheduling the *Fall Series* tournament schedule

### **Compensation**

- Salary approximately \$1,950 per month
- Work-related travel expenses covered by GSGA (meals, mileage, lodging etc.)
- Staff apparel for tournament related work