



Missouri Golf Association Operations Internship

USGA P.J. Boatwright Tournament Operations Internship

LENGTH: Four months (May-August) start and end dates flexible based on school schedule

LOCATION: Jefferson City, MO

DESCRIPTION: The Missouri Golf Association is seeking a USGA P.J. Boatwright Tournament Intern to join our team for the upcoming golf season. We are committed to providing unparalleled service to our membership and promoting the game of golf throughout all of Missouri. This internship will provide a unique opportunity to be part of a dynamic team that works to deliver world-class golf events, programs, and services to the golf community. The position is an internship that will provide exposure to all aspects of golf administration. Interns will travel extensively throughout the state assisting in conducting competitions and qualifying events.

WHAT YOU WILL DO:

- Assist with all aspects of conducting a competition including registration, starting, scoring, course setup, monitoring pace of play, and communicating with tournament staff
- Assist with course marking, determining hole locations, and taking hole-by-hole notes
- Maintain tournament entry database
- Learn tournament management software (Golf Genius) to create events, pairings, tee sheets, and enter scores
- Track and update player of the year points
- Assist with volunteer management
- Respond to emails and phone calls about general tournament or qualifier-related inquiries

WHAT YOU BRING:

- College degree (completed or in process)
- Valid driver's license
- Interest in golf
- Willingness to travel within the state
- Organization of tasks and exceptional time management skills are required
- Requires strong work ethic, communication skills (both verbal and written), and ability to work in a team environment
- Strong computer skills (website, graphic design, publishing software knowledge a big plus)

PHYSICAL DEMANDS:

- Must be able to lift 40 pounds
- Stand and walk for extended periods of time
- Work outside in extreme weather and temperatures

WHAT THE MGA BRINGS:

- Paid Internship
- Food and accommodation expenses are paid for when traveling
- Mileage reimbursement
- Staff apparel

HOUSING & TRANSPORTATION: The Intern must arrange for housing in the area and provide their own automobile transportation. The Intern will be reimbursed for all related expenses when traveling on MGA business and reimbursed for the use of a personal automobile while on official business.

APPLICATION DEADLINE: Open until filled

ABOUT THE USGA P.J. BOATWRIGHT INTERNSHIP PROGRAM:

In 1991, the USGA established the P.J. Boatwright Jr. Internship Program. This program is designed to give experience to individuals who are interested in pursuing a career in golf administration, while assisting state and regional golf associations in the promotion of amateur golf, on a short-term, entry-level basis. Each internship is different since the needs vary from association to association. An intern may help conduct tournaments, junior golf programs, membership services, and other general activities that promote the best interests of golf. Arrangements for multiple summer employment are possible as well. The common thread, which runs through the internship, is exposure to tournament preparations, tournament administration, and post-tournament business. The nature of tournament administration will test one's patience, initiative, and decision-making abilities, as well as one's ability to endure long hours and hard work. [Learn more about the USGA's P.J. Boatwright program](#)

ABOUT THE MGA:

The Missouri Golf Association is a non-profit organization whose purpose is to promote the best interests and true spirit of the game of golf throughout the State of Missouri.

The Missouri Golf Association was started in St. Louis in 1905 to run the Amateur Championship. Four founding clubs would be the ones in existence in St. Louis in those early years – St. Louis Country Club, Algonquin Golf Club, Glen Echo Golf Club and Normandie Golf Club. Four years later, the invite-only Missouri Amateur was held in Kansas City at Evanston Club. 1911 marked the real organization of the MGA with Bonner Miller as Secretary and Executive Director. Ever since then, the MGA has striven to provide tournaments and spaces for Missouri golfers to sharpen their skills and enjoy the game.

HOW TO APPLY: To apply, email a cover letter, resume, and two references to rhamilton@mogolf.org and shovis@mogolf.org . Applications will be accepted until the position has been filled.