



# WYOMING STATE GOLF ASSOCIATION

## Job Posting – 2024 USGA P.J. Boatwright Internship



**POSITION(S):** 2024 USGA P.J. Boatwright Internship – 4-Month  
**APPROXIMATE DATES:** May 15 – September 15, 2024 (*semi-flexible start/end dates*)  
*If interested in a longer/shorter internship, opportunities may exist.*  
**LOCATION:** Wyoming

### INTERNSHIP OVERVIEW

This internship involves exposure to all aspects of golf administration including membership services, communications, social media, junior golf, tournaments, and general office administration with a strong emphasis on tournament administration. These positions will provide a tournament-centric experience for individuals seeking to pursue a career in golf administration.

### PRIMARY JOB RESPONSIBILITIES

- Assist with day-of tournament operations for WSGA and WSGA Junior Tour tournaments (set-up, starting, on-course Rules officiating, scoring, equipment management).
- Opportunity to serve as the WSGA staff lead on site for select events.
- Perform pre and post tournament tasks (course set-up, starting times, course marking, printing, points lists, results submission, etc.).
- Assist with management of tournament website content, results archiving, and other research tasks.
- Provide membership support for tournament software and registration inquiries.
- Assist with general WSGA operations as needed.

### QUALIFICATIONS

- Background in golf and interest in golf administration as a career preferred.
- Self-motivated and personable with strong work ethic and enthusiasm.
- Ability to handle conflict situations and communicate effectively.
- Excellent written, verbal and customer service skills.
- Knowledge of Microsoft Office. Golf Genius experience preferred.
- Ability to lift equipment and spend extended periods of time in extreme outdoor conditions.
- Flexibility to work extended days, early mornings, some weekends and travel overnight.
- Ability to live near WSGA headquarters for the duration of the internship.

**COMPENSATION:** \$##.##/hour, plus overtime  
Job expenses covered (mileage, staff uniforms, meals while traveling, etc.).

**APPLICATION DEADLINE:** April 15, 2024

**TO APPLY:** Email cover letter, resume and a minimum of three professional references to:  
Matt Kantor (mkantor@wyogolf.org)

The Wyoming State Golf Association is committed to creating a diverse and inclusive working environment and is proud to be an equal opportunity employer. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, veteran status, or non-merit factors.