



Oregon Junior Golf – Internship Opportunity

The Oregon Golf Association is offering one 6-month USGA P.J. Boatwright, Jr. Internship position focusing on Oregon Junior Golf Tournament Operations designed to provide valuable hands-on experience to an individual who is interested in pursuing a career in golf administration, sports management or event management.

Internship Dates: April/May – September/October

*Start/End dates are flexible.

Application packet due February 28, 2017.

Responsibilities: The P.J. Boatwright, Jr. intern will work primarily with Oregon Junior Golf, with additional departmental exposure to the Oregon Golf Association including Championship events, Handicapping and Course Rating, Communications and Marketing, and Member/Club Relations and Development.

Primary Areas of Responsibility: *Qualified applicants will learn the internal operations of a State/Regional Golf Association. Some specific duties include, but are not limited to:*

- Administrative duties in office to prepare for all Oregon Junior Golf (OJG) events & USGA Qualifiers operated by OJG
- General tournament set-up and preparation including drafting local rules, player eligibility and membership
- Golf course marking and set-up including equipment set-up and tear-down
- Tournament operational responsibilities as required to ensure tournaments run effectively and efficiently
- Volunteer support and coordination
- Communication with 8-18 year olds and parents both on the course and via e-mail and phone correspondence
- Frequent use of the tournament software, TPP (Tournament Pairing Program) and Golf Genius
- Monitoring equipment inventory, maintenance and replenishment
- Social medial, website, and marketing including event recaps and creative design work
- Fundraising activities
- Create newsletters with results, recaps and photos from the season
- Attend the USGA Intern Orientation in New Jersey May 21-24, 2017

Secondary Areas of Responsibility:

Handicapping and Course Rating: Expected to accompany the Manager of Course Rating on a course rating trip. Intern will receive exposure to GHIN, membership & the administration of the USGA Handicap System. The Intern is also expected to attend a handicap seminar from the Director of Handicapping.

Championships: Expected to accompany Championship department at select OGA Championships, USGA Qualifiers operated by the OGA, and/or OGA Tour events. Duties may include course marking, event set-up, volunteer coordination, creating local rules sheets, writing event re-caps, event management and player coordination.

Communications and Marketing: Will assist with media (photographing and writing) coverage for tournaments and will be expected to update the association website and social media sites. The intern will help maintain data in the association CRM. Graphic design duties will be assigned.

General Association Support: Provide support to all staff including, but not limited to, answering phones, processing mailers, operating various office equipment, and organizing supplies / restocking.

Job Requirements and Qualifications:

- Must have the ability to be onsite at the OGA Woodburn facility during established working hours
- Strong work ethic. Self-Motivated and ability to work in a fast paced environment. Demonstrated self-starting skills and high initiative. Ability to quickly learn and follow established procedures and processes.
- Demonstrated effective collaboration and teamwork skills. Ability to work cooperatively in a team environment with members of OGA staff, volunteers and others as required.
- Strong verbal and written communication and organizational skills
- Ability to travel and ability to work long hours including early mornings, weekends and holidays
- Proficiency in MS Office is essential
- Proficient in graphic design (such as indesign, photoshop, or similar programs)
- Golf background or strong interest in golf administration
- A college degree (completed or in progress) is preferred but not required
- Must be an amateur golfer. PGM Students are eligible. PGA professionals/apprentices are ineligible.

**USGA employees, USGA committee members, OGA employees or board members, as well as relatives of all the aforementioned individuals are not eligible for the internship program.*

Benefits: Monthly salary that is to be determined w/overtime, paid bi-weekly; paid holidays during internship; complimentary golf at the OGA Golf Course; food & merchandise discounts at the OGA Golf Course; business expenses on work related travel will be covered; opportunity to learn and be introduced to golf administration at one of the largest geographic golf associations in the country.

Housing & Transportation: The selected individual must arrange his/her own housing in the area and provide his/her own transportation. When traveling on OGA related business the use of an OGA vehicle or travel reimbursement will be provided.

Work Attire: The Intern will be expected to wear neat, business casual attire for all office responsibilities. Slacks (with belt), and polo shirt are required for all tournament days (no shorts permitted). OGA logoed clothing will be provided as needed.

Application Deadline and Resume Submission

Interested applicants please send cover letter, resume, and references via e-mail to Robyn Lorain, Director of Oregon Junior Golf, Oregon Golf Association, by February 28, 2017 to rlorain@oga.org with "Junior Golf Internship" in subject line.

About Oregon Junior Golf (OJG) - Oregon Junior Golf is a 501(c)(3) charitable organization with a mission to introduce youth to the game of golf, encourage friendships and a life-long love for the game, provide competition, and facilitate programs serving young golfers of all skill levels. Oregon Junior Golf looks to our core values to help

develop our members to become tomorrow's leaders today. CORE VALUES: Honesty, Integrity, Sportsmanship, Respect, Fun & Friendship, and Stewardship.

The Oregon Golf Association (OGA) – formed in 1924 to conduct the Oregon Amateur Golf Championship which included both men and women, the OGA is a 501(c)(6) non-profit amateur golf association governed by volunteer amateur golfers that make up its Board of Directors and that employs a full-time professional staff of nine people. Today, the OGA has grown into an entity of more than 270 public and private clubs numbering approximately 42,000 members throughout Oregon and SW Washington and is unique in that its membership is comprised of all demographics including men, women, seniors, juniors, and private and public golfers. With a vast array of programs for its members, the OGA provides a USGA Handicap Index for each member through its licensed member clubs, provides education on the Rules of Golf and runs an assortment of competitions, including the running of 13 state championships, USGA qualifiers and other events for all ages and skill levels. The Oregon Golf Association established **Oregon Junior Golf Fund, Inc. (OJGF)** as a 501(c)(3) charitable foundation for the purpose of introducing children to the sport as well as develop competitive junior golfers. It seeks to promote life skills and values to kids through the game of golf. Since its inception, over 10,000 young golfers between the ages of 8 and 18 have participated in Oregon Junior Golf.

For more information on Oregon Junior Golf, visit www.OregonJuniorGolf.org.