Southern Nevada Golf Association
2019 P.J. Boatwright Internship

**Start Date:** March 2019
**Duration:** 6 Month / 12 Month
**Location:** Las Vegas, Nevada

The SNGA is looking for qualified applicants to serve and assist in all areas of golf administration, including, but not limited to tournament operations, marketing, handicap services, course rating, member services and more. The Boatwright Intern will work under the supervision of the SNGA Executive Director and the Director of Rules and Competitions.

**Tournament Duties & Administration:**

- Managing and processing tournament entries.
- Utilizing USGA Tournament Management software to set up tournaments.
- Preparing scorecards and local rules sheets.
- Assist with course setup to include, course marking and hole location sheets.
- Setting up and implementing a tournament pace of play policy.
- Manage and update Player of the Year point's lists.
- Act as a liaison between the SNGA and the courses in the area.
- Starting and scoring of players.
- Coordinate and train tournament volunteers.
- Monitoring equipment inventory, maintenance and replenishment.

**Handicapping & Member Services:**

- Utilize the GHIN software to answer handicap questions for member clubs and individual members.
- Provide technical assistance to member clubs with GHIN hardware and software.
- Assist in the preparation of communications to the associations member clubs.
- Process memberships online and over the phone.

**General Office Administration:**

- Provide customer service answering phones and emails.
- Provide support to all SNGA staff.
- Assist in research projects.
Requirements:

- Basic golf knowledge. Rules of Golf experience is a plus.
- Strong computer skills.
- Familiar with Windows Office programs (Word, Excel, PowerPoint, etc.)
- Excellent communication skills.
- Ability to work well with others.
- Strong work ethic and desire to excel in the golf business.
- Commitment to teamwork and a collaborative working environment.
- Reliable transportation and a valid driver’s license are necessary.
- Ability to work long hours and some weekends.
- Willingness to work outdoors in various weather conditions.

Pay & Benefits:

- Salaried position, approximately $2,000 per month.
- Travel and expense reimbursement.
- Staff apparel.
- Ability to travel for golf tournaments, continuing education opportunities and USGA events (some trips require one or more overnight stays in a hotel).
- Great opportunity to network with key people in the golf industry.

Application Deadline: Position(s) Open until Filled

The Southern Nevada Golf Association (SNGA) is a non-profit association of member clubs and individual members in Las Vegas and the surrounding areas. Licensed by the USGA as a guardian of the game of golf for this region, the SNGA promotes enhancement and expansion of the game of golf by protecting the game’s integrity and valued traditions. The SNGA also promotes opportunities for all who want to play by leading in the development of member and information services, plus governing the Southern Nevada Junior Golf Association.

Please submit resumes to:

Tim Brand
Director of Rules & Competitions
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