

BUFFALO DISTRICT GOLF ASSOCIATION 2008
USGA - P.J. BOATWRIGHT, JR. GOLF INTERNSHIP JOB DESCRIPTION

Working at the direction of the Executive Director, the intern will be exposed to many facets of the administration of amateur golf and golf events sponsored by the BDGA. Duties and responsibilities will include but not be limited to the following:

TOURNAMENT ADMINISTRATION

Assist host professional in course preparation (marking, hole location, etc.)
Receive, process, and file tournament entries
Prepare starting times, tee assignments, scorecards, and rules/format sheets
Administer check-in table and scoreboard area at each event
Assist with starter's responsibilities
Accompany and assist rules officials on the course during the event
Assist at award ceremony following each event

COMMUNICATIONS AND MEDIA RELATIONS

Notify press of tournament results
Prepare tournament results for website posting
File all results in office

COURSE RATING AND MEASUREMENT

Assist local committee in rating and/or measuring district courses

GENERAL OFFICE ADMINISTRATION

Compile and maintain office records on a daily basis
Receive phone calls, faxes, emails, and refer/respond as appropriate

SPECIFIC ASSIGNMENTS

Administer the Junior / Sub-Junior Friday League Interclub program to include scheduling, weekly team and individual results tabulation, website posting, and organization / administration of the Finals for a field of 30+ member clubs
Assist in selection process of individuals for Inter-District competition

QUALIFICATIONS

Candidate must be entering Sophomore, Junior or Senior year in college for the Fall 2008 semester OR have recently been graduated from college.
Candidate must demonstrate strong communication skills.
Candidate must show evidence of advanced computer skills.
Candidate must have an understanding of and appreciation for the game of golf.

The duration of the internship will be May 26 to August 23, 2008 averaging 35-40 hours per week both in the office and in the field at events. Stipend will be \$325 per week for 13 weeks. Interested candidates should write a letter of application with a resume including any past experiences related to the above to:

Mr. Fred J. Hartrick -Executive Director
Buffalo District Golf Association
P.O. Box 1582
Williamsville, NY 14231

Applications will close on February 1, 2008. Qualified applicants will be interviewed by the BDGA Board of Directors with a decision expected before March 1. Please call 716-632-0151 for any further information.

