



Metropolitan Amateur Golf Association P. J. Boatwright, Jr. Internship Job Description

Working under the direction of the Metropolitan Amateur Golf Association Senior Director, Operations, the intern will be exposed to all areas of the administration of amateur golf. The intern's primary responsibilities will be to assist in tournament administration for the Metropolitan Amateur Golf Association.

The intern will participate in the following programs and duties:

Golf Championships

- Assist in the administration of the Metropolitan's USGA Qualifying Rounds, the Metropolitan Championships (including Men, Women, Senior, Junior, Match Play and Team), Normandie Amateur, East Side Amateur and other Metropolitan events
- Assist in the implementation and conduct of the MAGA Amateur Series
- Assist in the administration of the Metropolitan Golf Club, the Association eClubhouse
- Receive and process tournament applications
- Conduct course preparation (marking hazards, defining boundaries, determining hole yardages, and hole locations)
- Draft memorandums to host site (Head Professional, Food and Beverage, and Superintendent)
- Draft memorandums to players
- Prepare scoresheets, groupings and starting times, scorecards via extensive use of TPP Software
- Conduct competitions (scoring, posting scores, assisting Rules Officials)

Communications and Media Relations

- Notification of tournament results to media
- Photography at tournament sites
- Update website (posting tournament results and news)
- Communication with the Association's 135 + Member Clubs (implementation of wide range of golf services, including but not limited to, Course/Slope Rating and information on the Rules of Golf and Rules of Amateur Status)
- Assist inputting Member Club information into Association database

Course and Slope Rating

- Assist teams on Course/Slope Rating trips
- Assist inputting Course/Slope Rating data into Association database