



Metropolitan Golf Foundation
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 junior golf, as well as all golf association departments. The intern's primary responsibilities will be support the purpose of the Metropolitan Golf Foundation and assist in administration of the Foundation.

The intern will participate in the following programs and duties, which include, but are not limited to:

- Assist in the implementation and maintenance of the Metropolitan Junior Golf Club:
 - Membership recruitment and coordination (creation and distribution of communications and mass mailings; respond to membership inquiries)
 - Update and maintain membership database
- Administration of dedicated junior golf web pages located within Metropolitan's official website:
 - Create and publish junior golf-related news and event information online
- Assist in the administration of the Metropolitan's Junior Amateur Championship and Mid-America Junior Cup Matches:
 - 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 TPP Software
 - Conduct competitions (scoring, posting scores, assisting Rules Officials)
- Assist in the organization and implementation of educational seminars and etiquette and Rules of Golf clinics:
 - Assist in the promotion of seminars and clinics
 - Receive and process reservations
 - Communicate with host club (General Manager and Food and Beverage)
 - Assist with preparation of slideshows and applicable handouts
- Participate in general office operations