



2024 PJ Boatwright Operations Internship Job Description

POSITION TITLE:	USGA P.J. Boatwright Intern
REPORTS TO:	Executive Director
WORKS WITH:	Staff, Volunteers, Golf Course Staff and Event Participants
STATUS:	Full-Time Internship; Two Available (3-month and 6-month)
APPROXIMATE DATES:	3-month, May 15-August 15 6-month, May 1 – October 31

JOB DESCRIPTION: The **Metropolitan Amateur Golf Association (MAGA)** is seeking candidates interested in a career in golf administration. Candidates must be motivated and enthusiastic individuals with a strong knowledge of the game of golf, good organizational and problem solving skills. MAGA is located in St. Louis, Missouri.

Working under the direction of the Executive Director, the intern will be exposed to all aspects of the administration of amateur golf. It includes but is not limited to: tournament administration and management, course rating, course measuring, handicapping, member club services, media relations, junior golf and general office administration.

PRIMARY RESPONSIBILITIES:

- Maintain a working knowledge of all MAGA programs and services
- Maintain a productive working relationship with all MAGA Staff and Volunteers
- Support MAGA Staff with course setup for all MAGA Championship, USGA Qualifying Rounds and Amateur Series events
- Aid Rules Committee with needs
- Support MAGA Staff with assignments as requested
- Greeting and assisting office visitors
- Taking phone inquiries from Member Clubs and individuals seeking assistance in areas such as tournament registration
- Maintain a professional workspace
- Compile and maintain office records including but not limited to: tournament files, course rating files and general member club files
- Administer programs and managed events with on-site presence including: MAGA Championships; MAGA Amateur Series; USGA Qualifying Rounds and any other event MAGA may assist in

ADDITIONAL RESPONSIBILITIES:

- Ability to live in the Metropolitan St. Louis region during the internship
- Participate in staff projects that may be outside primary responsibilities
- Attend Association volunteer training for Rules Committee and course rating
- Accompany course rating teams to develop working knowledge of the system

QUALIFICATIONS/SKILL SETS:

- College graduate or attending a 4-year university
- Competitive or Administrative golf background
- Ability to effectively communicate with staff, volunteers, golf course staff
- Computer literacy with working knowledge of Microsoft Office Suite
- Exceptional organizational skills with strong attention to detail
- Self-motivated with a strong work ethic and ability to multi-task
- Leadership and administrative skills combined with strong work ethic and willingness to learn new skills
- Ability to work independently with minimal supervision and adhere to deadlines
- Ability to identify and resolve problems efficiently
- Ability to work weekends
- The applicant must be willing to travel throughout Metropolitan St. Louis and Central Illinois for conduct of tournaments
- Must have reliable transportation

PHYSICAL REQUIREMENTS:

- Lifting and carrying equipment up to 50 pounds
- Stand and walk for extended periods of time
- Work outside in extreme weather and temperatures with direct sun exposure
- Use of hands with computer data entry, phone assignments, collating materials, etc.
- Ability to hear and to see both short and long distances
- Must be able to operate a golf cart

COMPENSATION/BENEFITS:

\$2,000 per month (hourly employee), based on 40 hours per week.
MAGA Staff Apparel

APPLICANT PROCEDURE:

Interested applicants should email cover letter and resume to curt@metga.org

Or, via US Mail to:

Metropolitan Amateur Golf Association
2024 PJ Boatwright Operations Internship
11724 Lackland Industrial Drive
St. Louis, MO 63146