



Arkansas State Golf Association

POSITION: 2018 USGA P.J. Boatwright Internship **Location of Internship:** Little Rock, AR

TERM OF INTERNSHIP: Six (6) Months; May-October, 2018

JOB DESCRIPTION: The Arkansas State Golf Association (ASGA) is looking for *ONE* well-rounded applicant to fill *ONE* six month internship position. The USGA P.J. Boatwright Internship provides exposure to all aspects of golf administration and communications. The primary responsibilities include assisting the Arkansas State Golf Association staff in coordinating State Championships for Men, Women, and Juniors; Assist with USGA qualifying; and other ASGA membership and service programs.

DAILY ACTIVITIES: Include but not limited to Tournament Administration, photography, video footage, conducting interviews, writing and distributing news/press releases, updating ASGA website, data entry, mailings, course site visits, and tournament set-up. Interns will be trained in use of the USGA Tournament Management program and additional facets of golf administration. Please note that this position requires long hours during championship days as well as occasional work on weekends.

REQUIREMENTS:

- College degree (completed or in process)
- Willingness to work in a team-oriented structure with emphasis on customer service
- Willingness to travel within the state, must have reliable form of transportation
- Excellent communications and public relations skills
- Outstanding writing and editing skills
- Experience in photography, video, social media, and related programs preferred
- A person with a strong work ethic that is self-motivated
- Planning a career in sports administration or related field
- Golf background or strong interest in golf preferred
- Strong computer skills, including MS Office

BENEFITS:

- Salaried Position, approx. \$2,000.00 per month
- ASGA Staff apparel provided as well as other compensation for job related expenses
- Attendance to the P.J. Boatwright Orientation, conducted by the USGA in Far Hills, NJ
- Facility and playing privileges at Eagle Hill G&AC (home of Golf House Arkansas)

DEADLINE TO APPLY: April 1, 2018 or until the positions are filled

EMAIL COVER LETTER AND RESUME TO:

Bryant Fortin, ASGA Director of Junior Golf (Bryant@asga.org)

SUBJECT: 6 Month Boatwright Internship

Arkansas State Golf Association
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Little Rock, AR 72210
www.asga.org