NORTHERN CALIFORNIA GOLF ASSOCIATION
INTERNSHIP OPPORTUNITY

POSITION: P.J. Boatwright, Jr. Internship (Funded in part through a grant from the United States Golf Association)

TERM OF INTERNSHIP: May 1, 2010 through October 31, 2010.

PURPOSE: To offer a comprehensive introduction and extensive training experience for a qualified intern in preparation for a career in golf administration.

RESPONSIBILITIES: The P.J. Boatwright intern will work with at least seven different departments during the 6-month internship – including Administration, Rules and Competitions, Course Rating and Handicapping, Communications, Education, Environmental and Water Resources and the NCGA Foundation.

AREAS OF RESPONSIBILITY (INCLUDE BUT NOT LIMITED TO):
Administration: Assist with planning Board and Committee meetings and attend a Board of Directors meeting. Assist in processing USGA Amateur Status applications. Clerical duties as assigned including reception and welcome desk support.
Rules and Competitions: Review tournament administration: On Course: (marking, set up, local rules) and off course: (entry flow, committee assignments). Lend support for the California State Amateur. Review the rules of golf as well as the NCGA rules education program. Assist with the NCGA Player Points System and the NCGA Team Match Program. Facilitate an on-line rules of golf program for NCGA volunteers. Attend Rules of Golf seminar.
Membership: Provide support for the Member Outings and other member programs including the Member Advantage Program.
Course Rating and Handicapping: Assist in measuring of golf courses, scheduling of course rating visits and updating the course rating database.
Communications: Lend support to the compilation of materials for the Bluebook Edition of NCGA Golf, as well as the editorial, photography and layout of NCGA Golf Magazine. Provide support on all assignments pertaining to the media through written and web site outlets. Provide on-site coverage for assigned championships.
Environmental and Water Resources: Assist in preparation for and attend the Assistant Superintendent "Boot Camp." (A two-day educational workshop).
NCGA Foundation: Assist with donor processing, grant processing, planning and implementation of Pro-Am fundraiser tournament.

QUALIFICATIONS: A college degree (completed or in progress) preferred but not required. Applicants must have high interest in golf administration, be self-motivated, personable, willing to work flexible hours, have strong verbal and written communication skills, proficiency with MS Office environment and exceptional organizational skills. Golf background helpful, but not required. Playing skill or interest is not considered. Must be able to attend a week long USGA Intern Orientation in New Jersey in May. USGA employees, USGA committee members, NCGA employees or board members; as well as relatives of all the aforementioned individuals are not eligible for consideration. .

BENEFITS: Competitive wage with consideration of housing market. Complimentary golf at Poppy Hills GC & Poppy Ridge GC. Food & merchandise discounts at Poppy Hills GC & Poppy Ridge GC. Business related expenses will be covered. Opportunity to learn and be introduced to golf administration at one of the largest golf associations in the country.

HOUSING & TRANSPORTATION: The selected individual must arrange their own housing in the area and provide their own automobile transportation. When traveling on NCGA related business the use of an NCGA owned vehicle will be provided.

WORK ATTIRE: The Intern will be expected to wear casual, neat, business-type attire for all office responsibilities. Appropriate NCGA related wear will be provided as needed.

APPLICATION PACKAGE: Send Cover letter, Application, Resume and References to Dorothy Bentley, Director of Administration, Northern California Golf Association, 3200 Lopez Road, Pebble Beach, CA 93953 or via email to dbentley@ncga.org or fax to 831-625-7205.

APPLICATION PERIOD: Applications accepted November 15, 2009 – January 15, 2010.