



Idaho Golf Association P.J. Boatwright Internship Opportunity (6 months)

IGA Background

The Idaho Golf Association (IGA) was founded in 1969 with the goal of being an all-encompassing umbrella organization for amateur golf in Idaho. The mission of the IGA is to promote the best interest of amateur golf, by providing course rating and handicapping service to member clubs; conducting championships; providing playing opportunities for all members; educating golfers; and protecting the spirit of the game. The IGA is comprised of nearly 17,000 members and approximately 100 member clubs.

The IGA is governed by a Board of Directors comprised of nine men and women who serve three year terms. Operations are administered by three full-time employees and P.J. Boatwright Interns. Fourteen state championships and five USGA qualifiers are conducted each year in addition to over 40 events on the IGA Junior Tour.

USGA P.J. Boatwright, Jr. Internships

The IGA offers this internship opportunity through funding received from the United States Golf Association Foundation's P.J. Boatwright, Jr. Internship Program. The USGA established this program in 1991 to assist state and regional golf associations by supporting short-term job opportunities for individuals with a career interest in golf administration.

Purpose: The purpose of the internship is to offer a comprehensive introductory experience in golf administration.

Job Description

- Position: Boatwright Intern (6 months)
- Term of Internship: April 15 – October 15, 2012
- Intern reports to: Executive Director, Genger A. Fahleson, PhD

Principle Duties

Assist with all phases of the Idaho Golf Association's services including: championships and competitions, the USGA Handicapping System, course ratings, junior golf, member services.

- Education/Training
 - Attend Rules of Golf and Handicapping seminars offered by the IGA
 - Attend Course Rating training
 - Attend IGA Spring Meetings (one in each of the three districts)

- **Pre-championship preparation**
 - Assist with course marking and set-up
 - Assist with preparation of materials, i.e., scorecards, score sheets, volunteer training and assignments, pace of play check-point worksheets, Notice to Players, hole location sheets
- **Championships and competitions**
 - Assist in daily tournament operations
 - Assist with starting and scoring
 - Assist in distribution of results to media
 - Assist with packing and storing of equipment
- **GHIN Handicap and Course Rating System**
 - Attend course rating as a member of the IGA rating team
 - Assist Course Rating Director as needed
- **Office Administration / Communications**
 - Assist with support calls and emails regarding IGA events, TPP and Handicapping
 - Assist in upkeep of archival material
 - Assist in general office procedures
 - Provide assistance to other staff members as needed

Job Requirements

- Background in the game of golf
- Knowledge of Microsoft Office (Word, Excel, Access, PowerPoint)
- Ability and willingness to travel (own car required)
- Strong work ethic and a willingness to learn

Compensation

- Salary: \$2,000/month

Housing and Transportation

- The Intern must arrange for housing in the Boise area and provide own automobile transportation. The Intern will be reimbursed for IGA business related expenses including use of personal automobile when traveling.

Application Deadline: February 15, 2012

- Include: cover letter, resume, statement of career goals
- Send application to iga@idahogolfassn.org, OR fax to (208) 345-5959, OR mail to
Idaho Golf Association
PO Box 9958
Boise, ID 83707