



December, 2017

EMPLOYMENT OPPORTUNITY

P.J. Boatwright, Jr. Internship (5 months)

The Western Pennsylvania Golf Association is looking for a talented and well-rounded individual for an internship in golf administration. This internship is from May – September depending on availability.

This internship is a great opportunity for anyone considering golf as a career. Much of the work is outdoors with championships and course rating, plus related office work. The intern will also be doing other projects and will become acquainted with regional golf associations and their missions.

If interested, please contact the WPGA. We will send appropriate forms and other related information promptly.

We have employed USGA interns since 1994. Several have gone on to work in golf administration.

Please note the attached job description.

Western Pennsylvania Golf Association
324 Fourth Street
Pittsburgh, PA 15238

Telephone: (412) 826-2180
Fax: (412) 826-2183
Email: tteasdale@wpga.org



Western Pennsylvania Golf Association

Employment Opportunity – P.J. Boatwright, Jr. Internship (5 months)

Overview

The Western Pennsylvania Golf Association was founded in 1899 to advance the interests and spirit of the game of golf and to encourage a spirit of harmony and cooperation among golf clubs and other related associations. Started by members from five clubs, the association now has over 175 member clubs and nearly 34,000 individual members. Primary activities include the administration of the USGA Handicap System™, educational programs for members and club employees, the sharing of information and the conduct of championships. We also administer the WPGA Scholarship Fund to provide tuition assistance to employees of our Member Clubs.

Job description: This internship will assist with all phases of the WPGA's services including championships and competitions, the USGA Handicap System™, course ratings, communications and database management.

Duties and Responsibilities:

- Competitions: Assist in preparation of all materials for competitions; assist WPGA staff and volunteers during competitions championships; manage live scoring at competitions; assist with the conduct of Women's Golf Association of Western Pennsylvania competitions.
- WPGA Play Days and Play 9 Days: Assist WPGA staff in preparation and conduct of play days.
- Handicapping & Course Rating: Assist with all phases of course rating and handicap administration as needed.
- Administration: Assist in maintenance and update of WPGA databases.
- Rules of Golf: Gain working knowledge of the Rules of Golf.
- Communications: Assist with website development including photography and social media.

Qualifications

- Background in the game of golf
- Strong work ethic and willingness to learn
- Strong written and verbal skills
- Understanding of staff/volunteer relations
- Computer skills
- Working knowledge of social media
- Valid driver's license and reliable transportation

Location: The WPGA will be moving offices to 930 North Lincoln AVE, Pittsburgh, PA 15233 starting 2/1/18

Compensation: \$1,950 per month based on 40-hour work week

Benefits: Standard expense account for transportation, food, lodging and related expenses

Application Deadline: February 15, 2018

Apply: Please forward a cover letter and resume by mail or email to:

Terry Teasdale, Executive Director
Western Pennsylvania Golf Association
324 Fourth St.
Pittsburgh, PA 15238
Email: tteasdale@wpga.org

The Western Pennsylvania Golf Association is an Equal Opportunity Employer