



Western Pennsylvania Golf Association

Employment Opportunity – P.J. Boatwright, Jr. Internship (3 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 190 member clubs and nearly 32,000 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: WPGA, 930 North Lincoln AVE, Pittsburgh, PA 15233

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

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

Application Deadline: This position will remain open until filled.

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

Terry Teasdale, Executive Director
Western Pennsylvania Golf Association
930 North Lincoln AVE
Pittsburgh, PA 15233
Email: tteasdale@wpga.org

The Western Pennsylvania Golf Association is an Equal Opportunity Employer