



P.O. Box 104164
Jefferson City, MO 65110
573 636.8994
www.mogolf.org
mogolf@mogolf.org

Position(s): 2023 USGA P.J. Boatwright Internship- Operations- 3-Month

Approximate Dates: Mid May to Mid-August (semi-flexible start/end dates)

Location: Jefferson City, Mo

Internship Overview:

Under the supervision of the Executive Director, the Interns will assist in the management of in-office tournament process and support all competitions, while developing working relationships with our members, tournament volunteers and club representatives. These positions will provide a tournament-centric experience for individuals seeking to pursue a career in golf administration. This internship requires immense teamwork and cooperation.

Primary Job Responsibilities:

- Assist in day to of tournament operation for MGA Championship and Junior Golf events.
- Perform pre and post tournament tasks (course set-up, course marking, points list, etc.)
- Provide membership support for tournament software and registration inquiries.
- Provide telephone assistance to members and member clubs
- Assist with the management of MGA and MJGA Social media accounts
- Provide assistance to Ken Lanning Golf Center as needed

Traits & Experience:

- Background in golf and interest in golf administration as a career preferred
- Self-motivated and personable with strong work ethic and enthusiasm
- Ability to handle conflict situations and communicate effectively.
- Excellent written, verbal and customer service skills.
- Good leadership and organizational skills.
- Good knowledge of Microsoft Office
- Ability to lift equipment and spend extended periods of time in extreme outdoor conditions.
- Flexibility to work extended days, early mornings. Some weekends and travel overnight.
- Ability to live near the MGA headquarters for the duration of the internship.

Compensation: Up to \$2,00 a month

Job related expenses covered (uniforms, meals and hotel accommodations while traveling)

Application Deadline: Open Until Filled

To Apply: Email Cover letter, resume and minimum of three professional references to:

Scott Hovis, Executive Director- shovis@mogolf.org