HAWAII STATE GOLF ASSOCIATION
P.J. BOATWRIGHT, JR. INTERNSHIP JOB DESCRIPTION

Working at the direction of the Hawaii State Golf Association (HSGA) Executive Director and staff, the intern will be exposed to all areas of operations of the HSGA.

The duration of the internship will be for up to 11 months, approximately from Feb 2019 through December 2019 on a part to full time basis with a requirement of 3 consecutive months on a full time basis. Compensation will be approximately $2,000.00/month without full medical and dental coverage during the internship period. If medical benefits are needed, pay will be reduced accordingly.

The intern will also require final approval for hire from the USGA and the USGA reserves the right to approve or disapprove any prospective intern in its sole discretion.

The intern will participate in the following programs and duties will include:

♦ **Conduct statewide golf championships**
  Receive and process the tournament applications.
  Prepare computer-generated scorecards and starting times.
  Visit golf course with official-in-charge to set up for tournament.
  Shadow a Rules Official for at least two halves of a tournament.
  Assist at site with registration, hole locations, course marking, scoring and starting groups.
  Record final scores and prize distribution.

♦ **Conduct Handicap and Rules Seminars**
  Prepare and receive applications
  Organize and secure sites of seminars
  Prepare and plan for seminars from start to finish

♦ **Communications and media relations.**
  Take photographs at tournament sites.
  Notify media/press of tournament results.
  Prepare report of tournament and disseminate to executive committee.
  Prepare draft article for newsletter for each event.
  Maintain current status of web site with tournament postings, rules quizzes, etc.

♦ **Course rating**
  General overview and assist course raters (approximately 2 days) in the field.

♦ **General office administration**
  Compile and maintain office records.
  Assist creation of presentation materials for Board meetings.
  Respond to inquiries from the general public.
  Assist in management of association's web site.

♦ **Caddie**
  Visit a caddie program and write report on findings.
  Review labor laws in state as they relate to caddying.

♦ **Agronomy**
  Visit golf course superintendents and write report on findings.
  Attend USGA Turf Advisory Service visit at a club.

Please submit all resumes to info@hawaiistategolf.org or by fax at 808-589-2915. No phone calls please.