Western Pennsylvania Golf Association
Employment Opportunity – P.J. Boatwright, Jr. Internship (4 months)
Championship Administration

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 200 member clubs and nearly 45,000 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 championship administration of the WPGA.

Duties and Responsibilities:

- Assist in preparation of all materials for all WPGA competitions and USGA qualifying rounds.
- Assist in course setup for competition days and preparation of materials.
- Assist WPGA staff and volunteers during competition days, including championship operations; orient volunteers and Rules Officials; manage live scoring and pace of play checkpoints; work with host clubs on water management; maintain inventory lists and order supplies as needed.
- Gain a working knowledge of the Rules of Golf.

Qualifications

- Interest in the game of golf preferred
- 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: $2,500 per month based on 40-hour work week

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

Application Deadline: 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, STE 1
Pittsburgh, PA 15233
Email: tteasdale@wpga.org

The Western Pennsylvania Golf Association is an Equal Opportunity Employer.