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## *Job Description*

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**Central Links Golf** – Central Links Golf is a full service regional golf association dedicated to the betterment of the amateur golf community of the state of Kansas and the Kansas City metro area. Today the association has 185 member courses and over 28,000 individual members. Its membership is comprised of all demographics including men, women, adults, juniors, private and public golfers. A volunteer board of directors manages the affairs of Central Links Golf along with a professional staff of six. Additionally, more than 70 volunteers assist in course rating, competitions, and communications.

**Job Title:** USGA P.J. Boatwright Intern  
**Reports to:** Competitions Director  
**Works with:** Staff, Volunteers, Golf course staff, and Tournament players  
**Status:** Full-Time Internship (subject to approval by USGA)  
**Start Date:** May 15<sup>th</sup> – August 15<sup>th</sup> (start and end dates adjustable)  
**Intern Pay:** \$12 per hour

**SUMMARY:** Central Links Golf is seeking candidates interested in a career in golf administration, sports management or event management. Candidates must be motivated and enthusiastic individuals with good organizational and problem-solving skills and be an effective communicator.

### **PRIMARY RESPONSIBILITIES:**

- Maintain a working knowledge of all Central Links Golf programs, services, policies and procedures
  - Maintain a productive working relationship with all Central Links Golf Staff and Volunteers
  - Support “Staff In Charge” with course setup for competitions
  - Aid Tournament Officials with needs
  - Update association’s digital/social media platforms for designated areas
  - Support management staff with assignments as requested
  - Answering/responding to main phone extension and general email
  - Greeting and assisting all office visitors
  - Maintain a professional workspace
  - Compile and maintain office records including database
  - Prepare membership and tournament mailers
  - Administer programs and managed competitions with on-site presence including: Regional and State Championships, Junior Tours, Stateline Amateur Tour and USGA Qualifiers
- Responsibilities include but not limited to:
- Implement association junior programs per Business Plan
  - Pre-event communications with course staff, volunteers, and players for junior events
  - Receive and process entries
  - Develop pairings and player information (scorecards, notice to players, etc.)
  - Develop logistical details related to registration, education, starting, drinking water, and evacuation
  - Coordinate and manage tournament officials and staff for junior events
  - Act as Rules official, Starter, Scoring Official, (USGA TM/Scoreboard)
  - Post Event Communications with news media and association’s digital/social media platforms
  - Maintain and update the Central Links Golf PJ Boatwright Manual as needed

**ADDITIONAL RESPONSIBILITIES:**

- Participate in staff projects/initiatives that may be outside primary responsibilities
- Attend Association volunteer training for tournament officials and course rating
- Accompany course rating teams to develop a working knowledge of the system
- Represent association at meetings and functions where appropriate

**QUALIFICATIONS/SKILL SETS:**

- Competitive or Administrative golf background
- Ability to effectively communicate with staff, volunteers, golf course staff, general public, and vendors
- Computer literacy with working knowledge of Microsoft Office Suite
- Exceptional organizational skills with strong attention to detail
- Self-motivated with a strong work ethic and ability to multi-task
- Ability to work independently with minimal supervision and adhere to deadlines
- Sound judgment and decision making capabilities
- Ability to identify and resolve problems efficiently
- Ability to work weekends with occasional overnight travel required
- Must have reliable transportation, valid driver's license and proof of insurance

**PHYSICAL REQUIREMENTS:**

- Lifting and carrying equipment up to 50 pounds
- Stand and walk for extended periods of time
- Work outside in extreme weather and temperatures with direct sun exposure
- Use of hands with computer data entry, phone assignments, collating materials, etc.
- Ability to hear and to see both short and long distances
- Must be able to operate a golf cart and drive a vehicle with a utility trailer in tow

**All interested applicants should email resumes and a cover letter to [doug@kcgolf.org](mailto:doug@kcgolf.org) by February 21, 2020.**