EMPLOYMENT OPPORTUNITY – GOLF HOUSE KENTUCKY

Title: USGA P.J. Boatwright Operations Intern (3-month position)

Reports to: Director, Professional Competitions or Director, Amateur Competitions

Application Deadline: Open Until Filled

Position Start and End Dates: May 17th – August 20th (Start and end dates are flexible)

Location: Louisville, Kentucky

Application Process: Please note, there are two (2) of these positions available.

Submit resume, cover letter, and references to Connie Saner, KGA Executive Director via e-mail at csaner@kygolf.org

JOB DESCRIPTION

Golf House Kentucky, which operates the Kentucky Section PGA, the Kentucky Golf Association, and the Kentucky Golf Foundation, is seeking to hire **two (2)** three-month interns. Each position will be dedicated to either the Kentucky Golf Association or Kentucky PGA Section tournament operations, and will assist cross functionally, as needed. They will also be exposed to all facets of the Golf House Kentucky operation, including:

Tournaments: Exposure to the operations of tournaments and championships conducted by the KGA, KPGA, and KGF (Kentucky PGA Jr. Tour). Duties include general tournament set-up and preparation, checking eligibility of players prior to events, starting and scoring of players, photography, writing and distributing news/press releases, updating Golf House Kentucky website, data entry, mailings, manage player of the year rankings and course site visits.

Communications: Will assist with media (photographing and writing) coverage for tournaments and will be expected to update the association website and social media sites.

General Association Support: Provide support to all staff including, but not limited to, answering phones, processing mailers, operating various office equipment.

PREFERRED QUALIFICATIONS

- A college degree (completed or in progress) preferred but not required.
- Golf background and a desire to pursue a career in the golf administration.
- Willingness to work in a fast-paced and team-oriented structure
- Willing to travel throughout Kentucky and flexibility for work schedule (including weekends and nights)
- Able to work outside in extreme weather and temperatures
- A strong work ethic and self-motivated
- Strong computer skills, including MS Office and Internet
- Valid driver's license and own vehicle, though GHK does have a company vehicle

PHYSICAL REQUIREMENTS

- Lifting and transport equipment up to 50 pounds
- Long periods of time standing/walking both indoors and outdoors.
- Use of hands with computer data entry, collating materials, etc.
- Ability to hear and to see both short and long distances.
- Must be able to operate a vehicle and a golf cart
- Weekend work and overnight travel may be required.

HOURS & WORK SCHEDULE

- The position will largely be Monday-Friday with some Saturday/Sunday work required
- Length of day varies due to tournament setup, field size or weather
- Typical work week 40-60 hours - 4-5 days per week with travel required 1-3 days per week
- This position will be based out of Louisville, KY

COMPENSATION

- $15.00 per hour plus overtime for hours worked over 40 hours each week (subject to deductions for taxes and other withholdings as required by law)
- Mileage for tournament travel commensurate with company policy
- Tournament related expenses such as lodging and meals while traveling
- Staff will be provided shirts
- Staff is responsible for providing their own staff pants/shorts/skorts, tournament shoes (tennis shoes or golf shoes) & rain gear

ABOUT GOLF HOUSE KENTUCKY

Golf House Kentucky is the umbrella organization for Kentucky's Family of Golf Organizations: Kentucky Golf Association, Kentucky PGA and Kentucky Golf Foundation. The vision of Kentucky's golf leaders, Golf House Kentucky was founded in 1978, and is headquartered in a picturesque country setting in Louisville, Kentucky. Golf House Kentucky conducts competitions for golfers of all ages, gender and skill levels (amateur and professional), and provides valuable services to Kentucky PGA professionals and member golf facilities. Working in partnership with the USGA, Golf House Kentucky provides individual golfers and member golf facilities with a wide range of services: Handicapping, USGA Course and Slope Rating, award programs, club consulting and golf management software. The family's philanthropic affiliate, Kentucky Golf Foundation promotes the Kentucky Golf Hall of Fame, Kentucky golf museum and provides grant and scholarship programs for youth in the Commonwealth of Kentucky.