



## South Dakota Golf Association Employment Opportunity

**AVAILABLE POSITIONS:** USGA P.J. Boatwright Internship - Customer Service / Communications / Social Media - 3 Months

**DATES OF WORK:** May - August (start/end dates are flexible)

**ABOUT THE SOUTH DAKOTA GOLF ASSOCIATION:** The mission of the South Dakota Golf Association is to foster, promote, and conserve the best interests and true spirit of the game of golf in the state of South Dakota, as embodied in its ancient and honorable traditions. The SDGA consists of 89 member clubs and more than 11,000 individual members. Our SDGA Junior Tour has 500 members.

### **JOB DESCRIPTION:**

- Working under the direction of the Executive Director, the intern will be exposed to all aspects of the administration of amateur golf.
- This includes but is not limited to course rating, handicapping, member services, club services, media relations, member and club communication, social media, tournament management and administration, junior golf, and general office administration.

### **JOB REQUIREMENTS:**

- Ability to live in Sioux Falls, SD during the term of the internship.
- Golf background and a desire to pursue a career in the golf administration. A basic knowledge of the Rules of Golf, Handicapping, and Course Rating is a plus.
- Strong work ethic and the ability to work long days, including early mornings and weekends.
- Ability to multi-task and possess excellent organizational skills
- Compile and maintain office records, including tournament registrations, course rating files, and handicapping files
- Excellent communication and social media skills
- Handle phone inquiries and office visitors
- Assist with SDGA Junior Tour events and Championships as needed.
- Valid driver's license and own vehicle, though SDGA does have a company vehicle.
- Must be an amateur golfer. PGM students are eligible. PGA professionals/apprentices are not eligible.

**COMPENSATION:** Gross pay of \$2,000 per month, with checks issued on the first and 15th of the month. Staff clothing. Job-related expenses (meals, lodging, gas, etc.) are reimbursed by the SDGA. No medical benefits.

**APPLICATION DEADLINE:** This position will remain open until filled.

### **SUBMIT COVER LETTER AND RESUME INCLUDING REFERENCES VIA EMAIL TO:**

Subject: SDGA Internship

Attn: Tom Jansa, Executive Director

Email: [tom@sdga.org](mailto:tom@sdga.org)