



## South Dakota Golf Association Employment Opportunity

**AVAILABLE POSITIONS:** ONE USGA P.J. Boatwright Internship - Assistant Tournament Director - 5 Months

**DATES OF WORK:** April - September (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 95 member clubs and more than 14,000 individual members. Our SDGA Junior Tour has 600 members.

### **JOB DESCRIPTION:**

- Assist the Tournament Director in the administration of SDGA Championships. This includes all office preparation and Golf Genius administration prior to the event, preparing starting times, flights, pairings, and managing communications to participants. On site responsibilities include event set-up, course marking, course set-up, registration, starting, scoring, on-course officiating, pace of play, and Rules of Golf. Post event tear-down, communications, media relations, and social media posts.
- Assist with SDGA Junior Tour events as needed.
- Work directly with host sites to coordinate volunteers and arrangements.
- Manage all event communications with traditional and social media.

### **JOB REQUIREMENTS:**

- Golf background and a desire to pursue a career in the golf administration. A basic knowledge of the Rules of Golf is a plus.
- Strong work ethic and the ability to work long days, including early mornings and weekends.
- Ability to perform physical labor in various weather conditions.
- Ability to move, lift, and carry heavy objects at times such as pop-up tents, starter boxes (50lbs)
- Ability to stand or walk for long periods of time while performing such duties as course marking/course set-up.
- Good communication skills, willingness to travel and the ability to work in a team environment.
- Valid driver's license and own vehicle. Personal use of vehicle will be reimbursed at .25 per mile.
- Must be an amateur golfer. PGM students are eligible. PGA professionals/apprentices are not eligible.

**COMPENSATION:** Gross pay of \$3,000 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)