EMPLOYMENT NOTICE

Founded in 1901, the Northern California Golf Association is one of the largest regional golf associations in the United States, with more than 150,000 individual members who belong to more than 1,200 members clubs throughout Northern California and into Nevada. Its mission statement is “to support and promote the game of golf”. Among other services, the NCGA provides its members with official handicap indexes, owns and operates two golf courses (Poppy Hills and Poppy Ridge- PHI), annually conducts more than 50 championships and over 500 days of competitive golf for all abilities, sponsors casual golf outings, travel, and special events, publishes NCGA Golf magazine, secures exclusive member discounts on products and services, and created and is expanding the Youth on Course (YOC) Foundation.

NCGA COURSE RATING AND HANDICAPPING INTERNSHIP

**Position:** 6 Month P.J. Boatwright, Jr. Internship (Funded in part through a grant from the United States Golf Association).

**Status:** Non-Exempt

**Reports to:** Assistant Director of Course Rating

**SUMMARY**

This position will offer a comprehensive introduction and extensive training experience for qualified interns preparing for a career in golf administration. The P.J. Boatwright, Jr. intern will work primarily with Course Rating and Handicapping Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Consolidate men’s and women’s Course Rating Files, schedules and forms
- Assist in conversion of women’s association’s roster to the NCGA.
- Assists with other member service activities as needed (i.e., course rating/course measurement, meetings, seminars, and special projects).
- Answers NCGA club/member phone calls and assists club/members with requests and needs.
- Assists the front desk with phone coverage/reception duties as assigned.
- Provides other departments support as assigned.
- Support safe work habits and a safe working environment at all times.

**QUALIFICATIONS**

A college degree (completed or in progress) is required. Applicants must have a high interest in golf administration with considerable knowledge the game of golf, be self-motivated, personable, willing to work flexible hours, and possess strong verbal and written communication and organizational skills. Proficiency in MS Office is essential. Golf skill as a player is preferred, but not required. USGA employees, USGA committee members, NCGA
employees or board members, as well as relatives of all the aforementioned individuals are not eligible for the internship program.

**BENEFITS**
Competitive wage with paid holidays during internship period such as Memorial Day, 4th of July, and Labor Day. Complimentary golf at Poppy Hills and Poppy Ridge Ridge GC. Food & merchandise discounts at Poppy Hills GC & Poppy Ridge GC. Business expenses on work related travel will be covered. Opportunity to learn and be introduced to golf administration at one of the largest golf associations in the country.

**OTHER QUALIFICATIONS**
Must have reliable transportation, valid driver's license and provide proof of insurance. The job requires travel as necessary with overnight stays. The NCGA will reimburse mileage expenses at IRS-approved rate.

**HOUSING & TRANSPORTATION**
The selected individuals must arrange their own housing in the area and provide their own transportation. When traveling on NCGA related business the use of an NCGA vehicle or travel reimbursement will be provided.

**WORK ATTIRE**
The Intern will be expected to wear neat, business casual attire for all office responsibilities. NCGA logoed clothing will be provided as needed.

**SEND RESUME, APPLICATION, COVER LETTER AND REFERENCES TO:**
Jim Brady, Director of Human Resources
Northern California Golf Association 3200 Lopez Road Pebble Beach, CA 93953 Or via e-mail to jbrady@ncga.org Applicant packets must include an application, resume, cover letter and references to be reviewed.

The Northern California Golf Association is an Equal Opportunity Employer.