



POSITION: 2025 P.J. Boatwright Internship – GENERAL – 3-month
APPROXIMATE DATES: May 15 – August 15, 2025 (flexible start/end dates)
LOCATION: Omaha, Nebraska

INTERNSHIP OVERVIEW

This position is an approximately 3-month long internship that focuses primarily on tournament preparation and administration. Candidates should demonstrate attention to detail, organizational skills, communication skills and an interest in golf. Interns will be exposed to, and gain experience in, areas related to golf association administration and assist in day-to-day operations of association activities.

JOB RESPONSIBILITIES

The Intern will work both in the association office and on site at championships/events and other assignments.

- In-office, the Intern will prepare for Championships and events by helping manage tournament entries, assist in creation of tournament pairings, preparation of scorecards, and preparing and copying various tournament documents such as yardage sheets, pace of play sheets, hole location sheets, local rules sheets, etc.
- On-site, the Intern will assist with advanced tournament duties including course marking and set-up as well as specific event related tasks such as checking tee and hole locations, registration, serving as a starter, assisting rules officials and volunteers, receiving scorecards at the scorer's table, entering scores and other duties as needed.
- Follow-up tournament duties include point list tabulations and organization of tournament materials.
- The intern will assist in managing both the NebGolf Interclub and the NebGolf's Youth on Course programs.
- The intern will assist with Junior Golf activities including NJGT events and Drive, Chip and Putt.
- The intern will assist with Nebraska Women's Amateur Golf Association activities including work at events.
- The Intern will assist with handicapping and course rating duties as needed.
- The Intern will assist with assorted mailings, filing, correspondence, general office work, and other special projects/tasks.

COMPENSATION

- This is a non-exempt paid position made possible through a grant from the USGA's P.J. Boatwright, Jr. Internship Program.
- This is an hourly position paying \$15.50/hour + overtime.
- Intern will be supplied with a NebGolf uniform and will be reimbursed according to the NebGolf Reimbursement Policy for any mileage, meals, and lodging (if necessary) when conducting NebGolf business.

TERMS & CONDITIONS

- This internship will begin in mid-May and conclude in mid-August; exact start and end dates are flexible.
- NebGolf Office hours are Monday through Friday, 8:00 a.m. - 5:00 p.m. Intern is expected to work during normal business hours for the duration of the internship. Work at tournaments will require longer hours and will involve some weekends. Some flexibility is permitted with the number of hours worked per day and days worked per week.
- NebGolf observes Memorial Day, Independence Day, and Labor Day as holidays. As this is a temporary salaried position, no paid sick leave or vacation leave is accrued. Any leave that is taken must be pre-approved by the Executive Director and will be considered leave without pay.
- Intern will receive necessary training associated with general internship activities, communication related tasks and NebGolf Staff Policies, Procedures and Code of Conduct.
- Unacceptable performance of the above-mentioned duties and/or lack of adherence to the outlined terms/conditions could be considered grounds for termination of the internship. Termination requires NebGolf Board review/approval.
- Executive Director will submit a written report evaluating the Intern's performance to the USGA at the conclusion of the internship.

P.J. BOATWRIGHT, JR. INTERNSHIP PROGRAM

The Nebraska Golf Association is able to offer this internship through funding received from the United States Golf Association Foundation's P.J. Boatwright, Jr. Internship Program. This program was created to inspire and provide opportunities for qualified individuals interested in a career in golf administration, with a particular focus on attracting and developing a diverse pipeline of future leaders, while supporting traditional Allied Golf Associations that administer USGA core functions.

ABOUT NEBGOLF

The Nebraska Golf Association (NebGolf), founded in 1966, is comprised of all members of public and private clubs and/or municipal or regional golf associations which utilize an approved handicap service recognized by the USGA and provided by NebGolf. Our mission is to uphold and promote the game of golf and its values to all golfers in Nebraska. Among the duties of the Association include governance of member clubs and service as their handicapping and course rating authority, conduct of state golf championships, local USGA qualifying & other notable competitions, promotion of junior golf, presentation of worthwhile educational programs and support of allied golf organizations in Nebraska. The Nebraska Golf Association is an Allied Golf Association of the USGA and carries out core services including Handicap Administration and Oversight, Course Rating, Rules of Golf and Rules of Amateur Status, Tournaments and USGA Championship Qualifiers and USGA Initiatives and Community Programs.

APPLICATION

Please submit a resume and cover letter to Craig Ames (comes@nebgolf.org). Open until filled.