

New Jersey State Golf Association – 3 Month 2019 P.J. Boatwright Internship Overview

The New Jersey State Golf Association, through a grant subsidized by the USGA's P.J. Boatwright Internship program, seeks a qualified, highly motivated individual for a three-month internship during the period of mid-May, 2019 through mid-August, 2019. The program is geared toward a current college student interested in obtaining basic skills in the pursuit of a career in golf administration. This is a paid internship.

Work Week Overview:

- In-office hours (located in Kenilworth, NJ): Monday through Friday (excluding holidays) from 8:30 a.m. to 4:30 p.m. "Tournament day" hours: Arrival at site as early as 6:00 a.m. Departure possibly as late as 8:00 p.m. There are approximately 25-30 "tournament days" during the internship to which intern will be assigned. Given that this internship occurs during the peak season of the NJSGA, there is no provision for extended vacation time.

Skills Required:

- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint).
- Outstanding verbal, written, and interpersonal skills.
- Exceptional knowledge of, and related functionality of Social Media (Twitter, Facebook, Instagram, Flickr)
- High level of self-motivation and commitment to teamwork.
- Desire to work in a fast-paced, task oriented atmosphere.
- Reliability, punctuality, and accountability.
- Well-mannered with a positive and productive attitude.
- Valid driver's license and means of reliable transportation.
- Ability to lift and move approximately 50 lbs.
- Interest in and general knowledge of the game of golf and golf terminology.

Program Overview:

Assist Senior Staff in office and at NJSGA tournaments, Member Golf Days, meetings and events. This includes (but is not limited to):

- Tournament duties include usage of tournament management / scoring software, course marking/setup, creation of event-related materials, volunteer coordination, player assistance, and various on-course tasks.
- Communications duties include maintenance of Social Media accounts (primarily Twitter and Facebook), content creation for web site and media guides, as well as research, photography, and interviews.
- Assist other staff with projects as necessary, in addition to general office work.

Compensation:

- \$2,000.00 / month plus travel reimbursement and NJSGA apparel/uniforms.

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This internship provides the opportunity for frequent and direct interaction with the golf community of New Jersey including over 250 NJSGA member clubs, courses, and organizations, representing approximately 65,000 golfers throughout the state. This program is named in honor of P.J. Boatwright, Jr., the former Executive Director for the United States Golf Association. For more information, please visit the NJSGA website at www.njsga.org.

PLEASE SUBMIT ALL MATERIALS (COVER LETTER, RESUME, REFERENCES) NO LATER THAN MARCH 18, 2019 TO:

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