

New Jersey State Golf Association – 8 / 6 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 highly motivated and qualified individual for an **eight-month or six-month** internship. The internship begins in either early March or mid-May, 2019 based on the candidates availability and concludes in early November, 2019. The program is targeted toward a recent college graduate or graduating senior interested in obtaining entry level skills in the field of golf administration. This is a paid internship.

Work Week Overview:

- In-office hours: 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 50-60 "tournament days" during the season to which intern will be assigned throughout New Jersey.
- Given this internship occurs during the peak season of the NJSGA, there is no provision for extended vacation.
- Limited, in-state overnight travel may be required.

Skills Required:

- College degree (either completed or in-progress)
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint).
- Working knowledge of social media and related functionality (i.e., Twitter, Facebook, Instagram, Flickr)
- Superior verbal, written, and interpersonal skills.
- 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):

- Assist Tournament Staff. Tournament duties range from management of web-based administrative and live scoring software, completing preparatory tasks prior to tournaments (i.e., course marking/setup, creation of event-related materials, equipment setup), as well as player assistance, scoring, and shadowing of Rules Officials on the golf course on event days.
- Volunteer Coordination. Serve as staff liaison for communication/coordination with volunteer Tournament Committee.
- Assist Membership & Handicap department staff. Duties include daily processing of Handicap registrations, handling of general Handicap inquiries, and assist at Member Golf Days (similar to above Tournament duties).
- Assist with creation of website content, maintenance of Social Media accounts (Twitter, Facebook, Instagram).
- Assist all staff with projects as necessary, in addition to general office work.

Compensation:

- \$2,000.00 / month plus travel reimbursement and NJSGA apparel/uniforms.
- Attendance at USGA P.J. Boatwright Internship Seminar (held at USGA headquarters – Far Hills, NJ)

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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, MINIMUM THREE (3) REFERENCES) VIA MAIL OR EMAIL NO LATER THAN FEBRUARY 8, 2019 TO:

Brad Bardon, Director, Championships
New Jersey State Golf Association
3 Golf Drive – Suite 206, Kenilworth, NJ 07033
Phone: (908) 241-4653 - Email: bradb@njsga.org

