



2018 P.J. Boatwright, Jr. Internships - Mass Golf

Purpose: To provide a comprehensive introduction and training experience for qualified interns to prepare for a career in golf administration.

Term of Internship(s): There are **two internship positions available** in the Championships & Tournaments department; one **9+ month** position and one **6+ month** position. Please specify which length internship is of interest when applying.

Location: Interns will be based at Mass Golf headquarters in Norton and will travel within the state (potential for limited travel throughout New England area).

Job Description (By Department):

Championships & Tournaments

- Support in the organization and administration of championships and tournaments, including Mass Golf, New England Golf Association, and United States Golf Association sponsored events.
 - Preparation of event materials, including but not limited to; Player Info sheets, Tee/Alpha sheets, Local Rules & Hole Location sheets, scorecards and Pace of Play sheets.
- Provide on-site support during championships and tournaments.
 - Preparation of championship and tournament site, including but not limited to; course marking, selecting hole locations and tee placements; event infrastructure (tents, signage, scoreboards, etc.).
 - Working with the volunteer rules committee members prior to and throughout an event.
- Assist with data entry, specifically championship and tournament real-time scoring (USGA Tournament Management).

Additional experiences in various other departments will be available as schedules permit throughout the term (*see below*).

Member Services

- Assists in the administration of men's and women's tournaments and develops proficiency in the use of Golf Genius/USGA Tournament Management program.
- Training provided in the USGA Course Rating System and assists with on-site support for course ratings.

Communications

- Provide event coverage writing pre-event press releases, daily and post event recaps.
- Assist with on-site posting of content to web sites, photo galleries and social media sites (i.e. Facebook, Twitter, Instagram).

Qualifications: Applicants must have a high interest in golf administration, strong verbal and written communication skills, highly organized, and proficiency with MS Office programs. A background in the game of golf and rules of golf knowledge is also beneficial. Not eligible for consideration are Mass Golf/USGA employees, officials, their relatives, or past USGA grant recipients.

Compensation: This is a paid internship.

Housing & Transportation: Intern must arrange for housing in the Massachusetts area and provide own reliable automotive transportation. Intern will be reimbursed for all related expenses when traveling on Mass Golf business and reimbursed for the use of personal automobile while on official business.

Office Attire: Intern will be expected to wear casual, neat, business-type attire for all office responsibilities. Mass Golf attire will be supplied for tournament work.

Please send **Resume** and **Cover Letter** via email to:

Kevin Eldridge

Director of Rules & Competitions

Mass Golf

keldridge@massgolf.org

All applications must be received no later than 5:00 p.m. (EST), Friday, February 16, 2018.