



2019 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): Multiple internships are available; please see each department description and length of internship(s).

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

Internship(s) Available: 9+ month and 3+ month

Contact: Kevin Eldridge – Director of Rules & Competitions – keldridge@massgolf.org

- 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).

Women's Tournaments & Events

Internship Available: 6+ month

Contact: Cathleen Beach – Director of Women's Events & Player Development – cbeach@massgolf.org

- Assist in the administration of women's and junior girls' championships, tournaments, inter-club matches and player development events. This would include detail-oriented paperwork and the use of common office software programs to produce event materials.
- 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.).
 - Manage and care for tournament equipment including trophies and radios.
 - Working with the volunteers and rules committee members prior to and throughout an event.
- Assist with data entry, specifically championship and tournament real-time scoring (USGA Tournament Management).

Member Services

Internship Available: 3+ month

Contact: Mark Gagne – Director of Member Services – mgagne@massgolf.org

- Assists in the administration of men's and women's tournaments and develops proficiency in the use of Golf Genius/USGA Tournament Management program.
- Assists with management of the USGA GHIN system as it relates to members and member clubs.
- Provide support to clinics and events for The First Tee of Massachusetts designed to engage and develop area youth.
- Training provided in the USGA Course Rating System and assists with on-site support for course ratings.
- Assists with the annual renewal process for Mass Golf/GHIN membership.
- Support and assist with general operations and projects as it relates to all Member Service offerings and programs.

Communications

Internship Available: 3+ month

Contact: Becky Blaeser – Director of Communications – bblaeser@massgolf.org

- Provide communications support for Mass Golf and affiliated organization's events.
- Assist with research, writing, fact checking, and proofing of content.
- 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). Previous experience with WordPress, Salesforce, digital design and video production is a plus.
- Help build historical archives on the association's web site.
- Provide support for The First Tee of Massachusetts activities.

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 the specified Mass Golf staff member listed above and indicate which internship(s) and length of internship you are interested in.

All applications must be received no later than 4:30 p.m. (EST), Friday, January 18, 2019.