



2020 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 Available: 6+ 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: Naomi Nesenoff – Manager of Women's Events & Player Development – nnesenoff@massgolf.org

- Assists in the administration of women's, mixed and junior tournaments, championships, inter-club matches and player development events.
- Develops proficiency in the use of Golf Genius/USGA Tournament Management program.
- Provides on-site support for tournaments and championships:
 - Site preparation; including but not limited to course marking, course setup and event infrastructure (tents, signage, scoreboards, etc.).
 - Management and care for all event related equipment and supplies.
 - Works closely with staff, volunteers and rules officials prior to and throughout events.
- Support and assists with general operations and projects as they relate to all Member Service offerings and programs.

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.

Benefits & Compensation: Weekly Hours / Rate: 40 hours /Rate = \$13.50 per hour. From time to time overtime may be required which will be paid at a rate of time and one half (\$20.25) per hour. Mileage Reimbursement for travel to Mass Golf event (.575 per mile). Cell Phone Reimbursement (\$50 per month). Health/Dental Insurance Package(s) available.

Housing & Transportation: Intern must arrange for housing in the Massachusetts area and provide their own reliable automotive transportation. Intern will be reimbursed for all related expenses when traveling on Mass Golf business and reimbursed for the use of their 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 event/on-site 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, February 21, 2020.