



## 2026 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's 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).

**Qualifications:** Varies by position. Please click on the application links to learn about each internship's qualifications. Not eligible for consideration are Mass Golf/USGA employees, officials, their relatives, or past USGA grant recipients.

**Compensation:** Boatwright Interns are paid at a rate of \$16.00 per hour.

**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 according to the Mass Golf Reimbursement Policy.

**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.

**To Apply:** Please contact the name/email address listed in red for each specific internship posting. Candidates are encouraged to apply for more than one internship, if interested.

***Mass Golf and the United States Golf Association are Equal Opportunity Employers.***

## **Member Services, Tournaments & Events**

**Internship Available:** One, 3 month

**Contact:** Jenna Walkiewicz – Assistant Director of Member Services – [jwalkiewicz@massgolf.org](mailto:jwalkiewicz@massgolf.org)

- Integral part of organizing and administrating our Member Day and Men's Team Matches (inter-club) programs alongside the Manager of Member Events & Services.
- Additional support staff for all team, parent/child, and women's tournaments.
- Administrate online registrations, player support, and communication support.
- Prepares pre-event materials and communications within established deadlines.
- Management and care for all event related equipment and supplies.
- Performs on-site tournament duties including but not limited to course and infrastructure set-up, registration, starting, monitoring pace of play, and scoring.
- Develops proficiency in the use of Golf Genius.
- Support and assist with general operations and projects as they relate to all Member Service offerings and programs. This includes, but is not limited to, updating the Mass Golf website and database, and utilizing data analytics to support membership growth.
- Additional opportunities to assist in interdepartmental events, including championships, course ratings and The First Tee programming.

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**Internship Available:** One, 6 month

**Contact:** Katie Ryan – Manager of Women's Events – [kryan@massgolf.org](mailto:kryan@massgolf.org)

- Integral part of organizing and administrating women's and parent-child tournaments.
- Highly immersed in the administration of our Women's Team Matches (inter-club) and Women's Player Development programs.
- Additional support staff for our Member Day program.
- Administrate online registrations, player support, and communication support.
- Prepares pre-event materials and communications within established deadlines.
- Management and care for all event related equipment and supplies.
- Performs on-site tournament duties including but not limited to course and infrastructure set-up, registration, starting, monitoring pace of play, and scoring.
- Develops proficiency in the use of Golf Genius.
- Support and assist with general operations and projects as they relate to all Member Service offerings and programs. This includes, but is not limited to, updating the Mass Golf website and database, and utilizing data analytics to support membership growth.
- Additional opportunities to assist in interdepartmental events, including championships, course ratings and The First Tee programming.

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## **Member Services, Course Rating**

**Internship Available:** One, 3 month

**Contact:** Tom Giffin – Manager of Course Rating & Services – [tgiifin@massgolf.org](mailto:tgiifin@massgolf.org)

- Integral part of the entire Course Rating process, where field work evaluations and measurements are used to generate a course rating and slope rating.
- Will gain a working knowledge of USGA Course Rating Guide as well as CRS, the online Course Rating platform.
- Will assist with on Course data collection for Preliminary Ratings including the use of a high-end GPS receiver used to measure courses.
- Will work to create yardage, elevation and green depth reports through ArcGis. The platform used to manage GPS information.
- Will travel to assist with a number of on-course Full Ratings.
- Highly immersed in data entry.
- Support and assists with general operations and projects as they relate to all Member Service offerings and programs.
- Additional opportunities to assist in interdepartmental events, including tournaments and championships

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## **Championships, Tournaments & Events**

**Internship(s) Available:** Multiple 3 - 6 month internships available (Flexible start/end date within April – September timeframe)

**Contact:** Greg Howell – Assistant Director of Rules & Competitions – [ghowell@massgolf.org](mailto:ghowell@massgolf.org)

- Support in the organization and administration of championships, tournaments, women's events, mixed events, junior events, and player development events. This includes Mass Golf, New England Golf Association, and United States Golf Association sponsored events.
  - Pre-event assistance with the processing of entries, website updating/maintenance and player communication.
  - 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 for all events:
  - Site preparation; including but not limited to course marking, course setup and event infrastructure (tents, signage, scoreboards, hydration stations, etc.).
  - Management and care for all event related equipment and supplies.
  - Works closely with host club staff, volunteers, and rules officials prior to and during events.
- Assist with data entry, championship and tournament real-time scoring (Golf Genius Software).
- Develops proficiency in the use of Golf Genius Software.
- Support and assists with general operations and projects as they relate to all Mass Golf, New England Golf Association and United States Golf Association offerings and programs.
- This role balances office days (25%), days on-site at a golf course at events (50%), and days at both a golf course and office (25%).

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## **Communications**

Internship Available: One, 3+ Month

Contact: Stephen Hanjack – Director of Marketing & Communications – [shanjack@massgolf.org](mailto:shanjack@massgolf.org)

- Provide event coverage in both written and digital form, including but not limited to: pre-event stories/media materials, special interviews, daily updates, and post event recaps.
- Use of AP Style for recaps, newsletter, website, and publication stories.
- Support on-site efforts at Mass Golf Championships and Tournaments.
- Assist with on-site posting of content to websites, photo galleries and social media platforms.
- Willingness to expand knowledge of the game of golf through storytelling abilities.
- Basic working knowledge of WordPress and the Adobe Suite.
- Assist with research, writing, fact checking, and proofing of newsletters, website, and publication stories.
- Responsible for pitching and developing unique content (videos, blogs, written stories).
- Assist with graphic updating, editing and creation.
- Help build historical archives of stories, photos, and videos.
- Effectively collaborate in a team environment, showcase good work ethic and self-discipline

*Relevant Interests: sports journalism content & development, researching and historically archiving golf data, consumer of sports media & publications, interest in expanding skills in digital media landscape of storytelling.*

*This position requires travel throughout the state and other areas within New England. Event coverage and video shoots often take place during non-traditional hours.*

**[CLICK HERE TO APPLY](#)**