

3 - Month Paid Internship Opportunity New Hampshire Women's Golf Association

Position: P.J. Boatwright Jr. Internship (provided through a grant from the USGA)

Term of Internship: 3 months (May – August)

Office Location: Concord, NH

Job Description: As a P.J. Boatwright Intern with the New Hampshire Women's Golf Association, the intern's responsibilities fall within many different aspects of golf administration. The internship includes but is not limited to: tournament administration, member services, handicap inquiries, course rating, software utilization and training, and other general office administration. The internship will provide a wide-range of hands on experience for an individual seeking to pursue a career in golf administration.

Job Duties

- Golf course set-up
- Tournament preparation (pairing sheets, scorecards, local rules, etc.)
- Assist with processing tournament applications
- Maintain tournament entry database
- On course tournament work (starting, scoring, and other duties)

Requirements

- Self-motivated, personable and willing to work flexible hours
- Proficiency with Microsoft Office programs
- Excellent written and oral communication skills
- Ability to work independently
- Ability to work with all ages
- Reliable transportation
- Golf knowledge not required but preferred

Compensation & Hours

- \$2,000 per month
- Hours depend on tournament schedule and duties. Office days are 9AM – 5PM
- Out of office expenses will be covered by the NHGA (meals, mileage, lodging, etc.)
- Staff clothing for tournament work

All interested applications should e-mail a resume and cover letter to:

Greg Howell, Tournament Director – New Hampshire Golf Association
greg@nhgolf.com

Resume Deadline is February 7th, 2018