



8 - Month Paid Internship Opportunity New Hampshire Golf Association



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

Term of Internship: 8 months March – November (Start Flexible for Graduating Students)

Office Location: Concord, NH

Job Description: As a P.J. Boatwright Intern with the New Hampshire Golf Association, the intern's responsibilities fall within many different aspects of golf administration. The internship includes but is not limited to junior golf, member services, handicap inquiries, course rating, media relations, tournament management, 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)
- Track champions and update junior player of the year points
- Assist in USGA Course Rating with the NHGA Course Rating Team
- Website Maintenance, photography, and other Communications tasks as needed
- Assist in scheduling of 2024 events

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
- Available to work through September and into or through October/November based on start date

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, tournament lodging, etc.)
- Staff clothing for tournament work

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

Kinsey Hoffmann, Tournament Director
khoffmann@nhgolf.com

Resume Deadline is February 9th, 2024