



3 – Month Paid Internship Opportunity New Hampshire Golf Association



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

Term of Internship: May - August

Office Location: Concord, NH

Job Description: As a P.J. Boatwright Intern with the New Hampshire Golf Association, the intern's responsibilities fall within a number of 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
- Website Maintenance, photography, and other Communications tasks as needed

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 (typically 2-3 per week) 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 11th, 2022