

# Carolinas Golf Association



## 2025 CGA/USGA P.J. Boatwright, Jr. Internship Opportunities Seven summer internship positions available

AVAILABLE POSITIONS: Four 3-month tournament operations internships  
Three 3-month tournament communications internships  
*Applicants may apply for both positions*

START DATE: May 2025  
END DATE: August 2025

APPLICATION DEADLINE: January 10, 2025

### JOB DESCRIPTIONS:

#### 3-Month Tournament Operations Internship

- Tournament administration which includes course marking, course set-up, tournament signage assembly and placement, creating starting times and pairings, starting players, scoring players, on-course officiating, volunteer coordination, pace of play monitoring, media relations and preliminary office preparation for CGA, TYGA and USGA qualifying events.
- This is a fully traveling internship – very little time spent at CGA office.
- Leadership projects at tournaments throughout internship, including acting as the Official-in-Charge at a tournament (with staff oversight).
- Rules of Golf education.
- Introduction to other departments: Handicapping, Marketing and Communications, Course Rating
- Work week consists of 40-60 hours depending on tournament assignments.
- Reports directly to the Internship Coordinator.

#### 3-Month Tournament Communications Internship

- Provide communications support for CGA championships & TYGA tournaments, both on-site and from the office.
- Serve as staff photographer and videographer at championships and events. This includes capturing footage, editing footage, and sharing footage to social media channels, CGA websites, etc.
- Provide tournament coverage by writing stories/recaps/press releases and social posts about championships.
- Content and graphics creation and posting content on all CGA and TYGA social media channels, including Instagram, TikTok, Facebook, Twitter and YouTube.
- Assist with research, writing, fact-checking, and proofing of short-form and long-form content for tournament coverage.
- Assist tournament operations staff on and off site as needed.
- Introduction to other departments: Handicapping, Tournament Operations, Marketing, Course Rating
- Work week consists of 40-60 hours depending on tournament assignments.
- This is a mostly traveling internship – limited time is spent at the CGA office.
- Reports directly to the Director of Communications and the Internship Coordinator.

JOB REQUIREMENTS (all positions):

- Ability to live in Southern Pines/Pinehurst, NC area during internship.
- Strong work ethic, communication skills and ability to work in a team environment.
- Willingness to travel and ability to work long hours, including early mornings and weekends.
- Golf background or strong interest in golf and basic knowledge of the Rules of Golf is a plus.
- Have own transportation and valid driver's license for a minimum of three years.
- Lift equipment up to approximately 30 pounds.
- *For Communications internship:* Excellent news-writing and editing skills; ability to work under pressure and meet deadlines; photography experience a plus; videography experience a plus; experience with photo and video editing software a plus; social media experience a plus.
- Must be an amateur golfer. PGM students are eligible. PGA professionals/apprentices are not eligible.
- USGA employees or relatives, USGA committee members or their relatives, CGA staff or their relatives are not eligible for hire.

COMPENSATION: Expected \$2,250 per month after taxes (based on typical tax deductions). Out of office job-related expenses (meals, lodging, mileage) and staff clothing are provided. No medical benefits.

APPLICATION DEADLINE: Cover letter and resumes should be submitted via email by January 10, 2025.

SUBMIT COVER LETTER AND RESUME INCLUDING THREE REFERENCES VIA E-MAIL TO:

Subject: CGA Internship - [Internship Type]\*

Attn: Maggie Watts, Director of Women's Golf

E-Mail: [maggie.watts@carolinagolf.org](mailto:maggie.watts@carolinagolf.org)

\*\*Clearly identify the internship for which you are applying (3-Month Operations, 3-Month Communications, or both)

*Questions about the internships?* Contact Maggie Watts, Internship Coordinator at [maggie.watts@carolinagolf.org](mailto:maggie.watts@carolinagolf.org) or 910-687-6872.

ABOUT THE P.J. BOATWRIGHT, JR. INTERNSHIP PROGRAM: In 1991, the USGA established the P.J. Boatwright, Jr. Internship Program. This program is designed to give experience to individuals who are interested in pursuing a career in golf administration, while assisting state and regional golf associations in the promotion of amateur golf, on a short-term, entry level basis.

A prospective intern should demonstrate strong managerial potential and a sufficient interest in golf. Golf associations that participate in the Internship Program will provide an appropriate level of orientation and ongoing training and attention. Each intern becomes an employee of the golf association, which will have primary responsibility for recruitment, and sole responsibility for compensation, and supervision. Upon completion of the program, the USGA receives evaluations from both the association and the intern.

ABOUT THE CAROLINAS GOLF ASSOCIATION: The CGA is a 501(c)(3) not-for-profit educational organization located in Southern Pines, NC that was founded in 1909 to promote and to protect the game of golf in the Carolinas by providing competitions, education, support and benefits to golfers. The CGA is the second largest golf association in the country with over 700 member clubs represented by nearly 210,000 individuals. The Tarheel Youth Golf Association (TYGA) is the CGA's junior program for North Carolina.