

# Carolinas Golf Association



## 2021 CGA P.J. Boatwright, Jr. Internship Opportunities Five internship positions available

<b>AVAILABLE POSITIONS:</b>	One 6-12-month association internship (length is flexible) Two 3-month tournament communications internships Two 3-month tournament operations internships
<b>START DATES:</b>	6-12-month internship: Flexible, early 2021 preferred 3-month internships: May 2021

**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 150,000 individuals. The Tarheel Youth Golf Association (TYGA) is the CGA's junior program for North Carolina.

### JOB DESCRIPTIONS:

#### 6-12 Month Association Internship

- Tournament administration which includes course marking, course set-up, starting times and pairings, starting, scoring, on-course officiating, pace of play, Rules of Golf and preliminary office preparation for CGA, TYGA and USGA qualifying events. Assist with: championships, qualifiers and one-day tournaments. Tournament administration tasks will take place in and out of the office, including travel to CGA events.
- Tournament communications which includes providing tournament coverage by writing stories/recaps; social media and website posting; photography and videography; research, fact checking, and proofreading content.
- Marketing tasks which include creating and sending email newsletters, tournament announcements, member advantage announcements, etc.
- Handicapping and GHIN service tasks such as fielding inquiries from member clubs and individuals about the World Handicapping System and GHIN software. Applicant will also attend and help conduct Handicapping/GHIN seminars and online webinars.
- Membership administration which includes organizing and executing CGA membership packets that are distributed to all 700+ CGA member clubs.
- Course rating training and assisting the Director of Course Rating with measuring golf courses and rating, as necessary.
- In-office tasks, such as answering phone and email inquiries, tournament administration tasks, assisting with printed materials and mailings, and assisting the Office Manager as necessary.
- Work week consists of 40-60 hours depending on task assignments and travel.
- Reports directly to the Internship Coordinator.

### 3-Month Tournament Operations Internship

- Tournament administration which includes course marking, course set-up, starting times and pairings, starting, scoring, on-course officiating, pace of play, Rules of Golf, media relations and preliminary office preparation for CGA, TYGA and USGA qualifying events.
- Assist with: championships, qualifiers and one-day tournaments; handicap and course rating; communications; and membership department.
- Introduction to other departments: Handicapping, Marketing and Communications, Course Rating
- Work week consists of 40-60 hours depending on tournament assignment.
- Reports directly to the Internship Coordinator.

### 3-Month Tournament Communications Internship

- Handle communications support for CGA & TYGA tournaments, both on-site and from the office.
- Assist with research, writing, fact-checking, and proofing of short-form and long-form content
- On-site posting of content to websites and social media sites.
- Provide tournament coverage by writing stories/recaps, photography of players and sites, and video coverage/editing.
- Contribute news and feature stories to the association's magazine (print and online).
- 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 assignment.
- Reports directly to the Director of Communications and Marketing.

### 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:** Approximately \$1,800 per month plus out of office job-related expenses (meals, lodging, mileage) and staff clothing. No medical benefits.

**APPLICATION DEADLINE:** Cover letter and resumes should be submitted via email by January 15, 2021. The 6-12-Month Association Internship will remain open until filled.

### 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 (6-12 Month Association Internship, 3-Month Operations, 3-Month Communications)