

# Carolinas Golf Association



## 2024 CGA P.J. Boatwright, Jr. Internship Opportunities Long-Term Position Available (6-12 months)

AVAILABLE POSITIONS:	6-12-month Association Internship
START DATE:	January-May 2024 (based on intern availability)
LENGTH OF INTERNSHIP:	The internship length is flexible and will be discussed during the interview process. Based on the selected length of the internship and the intern's availability, the start and end dates are also flexible.

**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 over 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.
- Collaborate with junior golf department to perform various junior golf tasks and projects which include junior golf rankings administration, preparation and mailing of TYGA membership packets, research and reporting on college golf commitments and recruiting and other tasks as assigned.
- 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.
- Course rating training and assisting the Director of Course Rating with measuring golf courses and rating.
- 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.
- 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.

**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.
- 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) 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 12, 2024.

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

Subject: CGA Long-Term Internship

Attn: Maggie Watts, Director of Women's Golf and Internship Coordinator

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

\*Please include available start date and requested length of internship in the email.\*

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