

Carolinas Golf Association



2024 CGA P.J. Boatwright, Jr. Internship Opportunities Five summer internship positions available

AVAILABLE POSITIONS:	Two 3-month tournament operations internships Three 3-month tournament communications internships <i>Applicants may apply for both positions</i>
START DATE:	May 2024
END DATE:	August 2024
APPLICATION DEADLINE:	January 12, 2024

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 200,000 individuals. The Tarheel Youth Golf Association (TYGA) is the CGA's junior program for North Carolina.

JOB DESCRIPTIONS:

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 assignments.
- 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 assignments.
- Reports directly to the Director of Communications and Marketing 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) 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 Internship - [Internship Type]*

Attn: Maggie Watts, Director of Women's Golf

E-Mail: maggie.watts@carolinasgolf.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@carolinasgolf.org or 910-687-6872.