



## **P.J. Boatwright Member Services & Foundation Internship**

**LENGTH:** Six months – May - November (flexible start/end dates based on school schedule)

**LOCATION:** Kenilworth, NJ

**DESCRIPTION:** The New Jersey State Golf Association is seeking a USGA P.J. Boatwright Member Services & Foundation Intern to join our team for the upcoming golf season. We are committed to providing unparalleled service to our membership and promoting the game of golf throughout the Garden State. This internship will provide a unique opportunity to be part of a dynamic team that works to deliver world-class golf events, programs, and services to the golf community. The selected candidate will be exposed to many different facets of a state golf association with an emphasis on membership initiatives, Handicapping and the NJSGA Caddie Scholarship Foundation and operations.

### **WHAT YOU WILL DO:**

#### **Membership Services**

- Work with the NJSGA Director, Handicapping & Membership Services to develop a marketing campaign and marketing collateral for member events and initiatives
- Become knowledgeable of the rules of the World Handicap System (WHS)
- Assist with the WHS authorization outreach to member clubs
- Assist with administration of handicap services, including servicing GHIN
- Assist in the execution and management of Member Golf Days
- Respond to emails and phone calls about general membership, handicapping, and course rating-related inquiries

#### **Caddie Scholarship Foundation**

- Assist Director of Development with distribution of donor gifts and scholarship application materials to clubs
- Conduct research to find “lost” scholarship recipients (alumni)
- Update alumni contact information in database (HubSpot)
- Assist in the execution and organization of the Foundation’s Scholars’ Banquet
- Assist in the execution and organization of the Foundation’s Appreciation and Awards Dinner
- Assist in the execution of the Foundation’s Leadership Summit
- Conduct research into local companies and businesses interested in providing sponsorships/scholarships
- Assist other staff with projects as necessary, in addition to general office work

### **WHAT YOU BRING:**

- College degree (completed or in process)
- Valid driver’s license
- Strong interest in golf
- Willingness to travel within the state

- Organization of tasks and exceptional time management skills are required
- Strong work ethic, communication skills (both verbal and written), and ability to work in a team environment
- Strong computer skills (website, graphic design, publishing software knowledge a big plus)

**PHYSICAL DEMANDS:**

- Must be able to lift 40 pounds
- Stand and walk for extended periods of time
- Work outside in extreme weather and temperatures

**WHAT THE NJSGA BRINGS:**

- \$2,500 per month
- Food and accommodation expenses are paid for when traveling
- Mileage reimbursement
- Staff apparel

**HOUSING & TRANSPORTATION:** The Intern must arrange for housing in the area and provide their own automobile transportation. The Intern will be reimbursed for all related expenses when traveling on NJSGA business and reimbursed for the use of a personal automobile while on official business.

**ABOUT THE USGA P.J. BOATWRIGHT 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.

Each internship is different since the needs vary from association to association. An intern may help conduct tournaments, junior golf programs, membership services, and other general activities that promote the best interests of golf. Arrangements for multiple summer employment are possible as well.

The common thread, which runs through the internship, is exposure to tournament preparations, tournament administration, and post-tournament business. The nature of tournament administration will test one's patience, initiative, and decision-making abilities, as well as one's ability to endure long hours and hard work. [Learn more about the USGA's P.J. Boatwright program](#)

**ABOUT THE NJSGA:**

The NJSGA is a non-profit organization of public and private clubs and courses dedicated to the service of golf in New Jersey. Founded in 1900, our mission is to promote and preserve the traditions of the game of golf in the State of New Jersey. For nearly 125 years this fundamental principle continues to guide the NJSGA. [Learn more about the NJSGA.](#)

**HOW TO APPLY:** To apply click [here](#) or email a cover letter and resume to Jeff Knapp at [jknapp@njsga.org](mailto:jknapp@njsga.org). Applications will be accepted until January 1, 2025 or until the position has been filled.