



## **P.J. Boatwright Tournaments & Operations Internship**

**LENGTH:** Three months – (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 Tournaments & Operations 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 tournament/event management and administration. The bulk of the internship will be spent on-site at events, but some preparatory and in office work will be included. This position will also include exposure to other membership activities and events.

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

Assist Senior Staff in office and at NJSGA tournaments, Member Golf Days, meetings and events. This includes (but is not limited to):

- Assist Tournament Staff. Tournament duties range from management of web-based administrative and live scoring software, completing preparatory tasks prior to tournaments (i.e., course marking/setup, creation of event-related materials, equipment setup), as well as player assistance, scoring, and shadowing of Rules Officials on the golf course on event days.
- Assist Membership & Handicap department staff. Duties include daily handling of general Handicap inquiries and assist at Member Golf Days (similar to above Tournament duties).
- 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 and means of reliable transportation
- Strong interest in golf and a general knowledge of the game
- Willingness to travel throughout the state
- Organization of tasks and exceptional time management skills are required
- Reliability, punctuality, and accountability
- Requires strong work ethic, communication skills (both verbal and written), and ability to work in a team environment

### **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 plus travel reimbursement and NJSGA 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 Brad Bardon at [bradb@njsga.org](mailto:bradb@njsga.org). Applications will be accepted until January 1, 2025 or until the position has been filled.