



2018 P. J. Boatwright, Jr. Internship
Delaware State Golf Association
302-234-3365 dsga@dsga.org www.dsga.org

Duration: Full-time; 3 months (approx. mid-May to mid-August)

Job Functions:

Working with a small, but active golf association, the Intern will experience all aspects of the operations of the DSGA. He/She should be a degree seeking student or recent graduate in business administration, marketing, communications or a sport/golf industry related program.

The intern will primarily be involved in managing the communications and member service efforts of the DSGA throughout the summer championship program.

Member Services & Communications

- Assist with creation of content for revision emails and monthly blog
- Organize inventory of player and tournament photos throughout 2018 tournament season
- Assist in planning social media posts, tournament summaries and promoting DSGA's partnerships
- Liaison between DSGA and host clubs, local media, players, other industry partners

Tournament Administration

- Player registration and communications, handicap verification and tournament flighting.
- Preparation of all tournament materials (pairings, scorecards, POP, scoreboards, etc)
- On-site tournament activities: Player check-in, marker, monitor pace-of-play, photography, shadow rules officials, and other duties based on ability and experience.

Office Administration

- Provide administrative support including email and phone correspondence, compiling reports, and other general administrative functions including faxing, photocopying and mail / e-mail distribution.

Applicant Requirements

- Candidate must be proficient in the use of MS Office applications, primarily MS Word, Excel, and Power Point.
- Experience with WordPress, social media and photography is preferred.
- Candidate must have strong written and verbal communication skills, a solid work ethic, good social skills, be goal-orientated and have the ability to produce consistent results in a fast-paced environment.

Compensation & Benefits

- \$2,000/month, assuming 40 hour work weeks
- Candidate is responsible for arranging housing and transportation in the area.
- If internship will be used for college credit, please provide details in your cover letter.
- Candidate will be provided with DSGA attire for tournament days and will be reimbursed for travel expenses related to DSGA business.

Application Deadline: Open Until Filled

- Please email resume, cover letter and references to dsga@dsga.org.
 - Interviews will begin in Late January