



2018 P. J. Boatwright, Jr. Internship

Delaware State Golf Association

302-234-3365

dsga@dsga.org

www.dsga.org

Duration: Full-time; 6 months (approx mid-April ó mid-October)

Job Functions:

Working with a small but active golf association, the intern will experience all aspects of the operations of a golf association. He/She should be a recent graduate of a business administration, management, sports management, or golf industry related program.

The intern will primarily be involved in managing the handicap system and the execution of the 2018 tournament program, but will also be involved with member service and marketing projects as time allows.

Tournament Administration

- Player registration and communications, handicap verification and tournament flighting.
- Preparation of all tournament materials (pairings, scorecards, POP, scoreboards, etc)
- Assist with golf course setup and marking.
- On-site tournament activities: Player check-in, marker, monitor pace-of-play, volunteer scheduling, scoring, and other duties based on ability and experience.

Course Rating & Handicap Administration

- Assist with on-site golf course measuring and data collection; entry of data into CRP
- Provide updated course rating information to member clubs and handicap vendors
- Assist with questions relating to individual golfers, handicap vendors, multi-membership, transfers and scoring records.

Office Administration & Tech Support

- Will attend board meetings, seminars and other association functions as available.
- 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 and Excel.
- Previous experience in golf is extremely helpful.
- Candidate must have good 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.
- Candidate will be provided with DSGA attire for tournament days and will be reimbursed for travel expenses related to DSGA business.

Application Process: Please email resume, cover letter and references to dsga@dsga.org

Interviews will begin in Late January