

# 2019 P. J. Boatwright, Jr. Internship Delaware State Golf Association

302-234-3365

[dsga@dsga.org](mailto:dsga@dsga.org)

[www.dsga.org](http://www.dsga.org)



**Duration:** Full-time; 6 months (approx mid-May ó mid-November)

## **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 communications and member service efforts of the DSGA, but will also be a consistent presence at DSGA tournaments throughout the summer months.

## **Member Services & Communications**

- Assist with creation of content for revision emails and news updates
- Organize inventory of player and tournament photos throughout 2019 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 and Excel.
- Experience with WordPress, social media and photography is preferred.
- Background/interest in golf 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.
- 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](mailto:dsga@dsga.org)

Position open until filled.