



Virginia State Golf Association Sports Operations and Administration Internship

USGA P.J. Boatwright Communications Intern

LENGTH: Three months (May-August) start and end dates flexible based on school schedule

LOCATION: Virginia State Golf Association office, Midlothian, VA

DESCRIPTION: The Virginia State Golf Association is seeking a USGA P.J. Boatwright Communications 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 Virginia. 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 video production, communications, and social media. A balance of time will be spent on-site at events and championships and in the Association's office.

WHAT YOU WILL DO:

- Bring awareness of events, programs, and services
- Provide written Web content
- Contribute news and feature stories to the Association's magazine
- Provide tournament coverage by writing stories/recaps as assigned
- Provide video coverage during tournaments as assigned
- Provide tournament updates via social media (Facebook, Twitter, Instagram, Snapchat)
- Contribute video packages as assigned
- Provide photography during Association tournaments/events as assigned
- Provide support for the VSGA's Hubspot CRM and marketing automation tools

WHAT YOU BRING:

- College degree (completed or in process)
- Valid driver's license
- Interest in golf
- Willingness to travel within the state
- Preferred area of study or background in journalism, communications, graphic design, public relations, or related fields
- Organization of tasks and exceptional time management skills are required
- Requires strong work ethic, communication skills (both verbal and written), and ability to work in a team environment
- Excellent news writing and editing skills, with the ability to work under pressure and meet deadlines
- Up-to-date computer skills and working knowledge of Canva, Social Media Platforms, Adobe Creative Cloud or other creative programs

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 VSGA BRINGS:

- \$2,000 per month, plus overtime
- Food and accommodation expenses are paid for when traveling
- Company vehicle for use when traveling
- 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 VSGA 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. [Learn more about the USGA's P.J. Boatwright program](#)

HOW TO APPLY: To apply email a resume and cover letter to Courtney Hamlett at cjones@vsga.org. Applications will be accepted until December 31 or until the position has been filled.

Please contact Courtney Hamlett with any questions:

Virginia State Golf Association
2400 Dovercourt Drive, Midlothian, Va. 23113
Email: cjones@vsga.org
Phone: (804) 378-2300