



Virginia State Golf Association Sports Operations and Administration Internship

USGA P.J. Boatwright Golf Operations Internship

LENGTH: Nine months (May-January) start and end dates flexible

LOCATION: Virginia State Golf Association Office, Midlothian, VA

DESCRIPTION: The Virginia State Golf Association is seeking a USGA P.J. Boatwright Golf Operations Intern to join our team for the upcoming golf season. In this role, you will be working with our team of professionals dedicated to golf administration. You will be expected to bring a positive attitude and a willingness to learn, as well as a commitment to excellence and attention to detail. This internship is an excellent opportunity for someone looking to gain experience in the sports industry and to contribute to a dynamic and supportive team.

WHAT YOU WILL DO:

- Assist with the coordination and execution of golf events and tournaments
- Provide on-site support at various VSGA qualifiers, Championships and USGA qualifiers.
- Provide event management support including equipment and logistics preparation
- Support the team in various administrative tasks such as scheduling, correspondence, and managing databases
- Assist with marketing and social media initiatives
- Provide general administrative support to the VSGA staff.
- Assist with VSGA website updates and social media messaging

WHAT YOU BRING:

- College degree (completed or in process)
- Valid driver's license
- Interest in golf
- Willingness to travel within Virginia
- Organization of tasks and exceptional time management skills are required
- Strong computer skills
- Excellent verbal and written communication skills
- Ability to maintain a professional demeanor in high-pressure situations
- Availability to work weekends and extended hours during events and key projects.

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
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Phone: (804) 378-2300