



Virginia State Golf Association Sports Operations and Administration Internship USGA P.J. Boatwright Tournament Internship

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 Tournament 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 position is an internship that will provide exposure to all aspects of golf administration. Interns will travel extensively throughout the state assisting in conducting competitions and qualifying events.

WHAT YOU WILL DO:

- Assist with all aspects of conducting a competition including registration, starting, scoring, course setup, monitoring pace of play, and communicating with tournament staff
- Assist with course marking, determining hole locations, and taking hole-by-hole notes
- Maintain tournament entry database
- Learn tournament management software (Golf Genius) to create events, pairings, tee sheets, and enter scores
- Track and update player of the year points
- Assist with volunteer management
- Respond to emails and phone calls about general tournament or qualifier-related inquiries

WHAT YOU BRING:

- College degree (completed or in process)
- Valid driver's license
- Interest in golf
- Willingness to travel within the state
- 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

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