



POSITION(S): 2024 USGA P.J. Boatwright Internship – Tournaments – 7-Month (2 Available)
APPROXIMATE DATES: Mid-April – Mid-October (*flexible start/end dates*)
If interested in a longer/shorter internship, opportunities may exist.
LOCATION: Greenwood Village (Denver), Colorado

INTERNSHIP OVERVIEW

This internship involves exposure to all aspects of golf administration including membership services, handicap inquiries and support, course rating and measuring, communications, social media, junior golf, other youth program initiatives, and general office administration with a strong emphasis on tournament administration. This internship will provide a tournament-centric experience for individuals seeking to pursue a career in golf administration. This internship requires immense teamwork and cooperation.

PRIMARY JOB RESPONSIBILITIES

- Assist with day-of tournament operations for CGA Championships and qualifiers, USGA Qualifiers, and CGA junior events (set-up, starting, on-course Rules officiating, scoring, equipment management, etc.).
- Serve as the CGA staff lead on-site for 1-day qualifiers and events.
- Opportunity to serve as the CGA staff lead on site for select events.
- Perform pre and post tournament tasks (course set-up, starting times, course marking, printing, points lists, results submission, etc.).
- Assist with management of tournament website content, results archiving, and other research tasks.
- Provide membership support for tournament software and registration inquiries.
- Assist with CGA programs and member programs (Golf in Schools, clinics, etc.) as needed.

QUALIFICATIONS

- Background in golf and interest in golf administration as a career preferred.
- Self-motivated and personable with strong work ethic and enthusiasm.
- Ability to handle conflict situations and communicate effectively.
- Excellent written, verbal and customer service skills.
- Knowledge of Microsoft Office. Golf Genius/GHIN/Bluegolf experience preferred.
- Ability to lift equipment and spend extended periods of time in extreme outdoor conditions.
- Flexibility to work extended days, early mornings, some weekends and travel overnight.
- Ability to live near or commute to CGA headquarters for the duration of the internship.

COMPENSATION: \$18.50/hour, plus overtime
Access to CGA owned CommonGround Golf Course on space available basis.
Job expenses covered (mileage, staff uniforms, meals while traveling, etc.).

APPLICATION DEADLINE: **January 8, 2024**

TO APPLY: Email cover letter, resume and a minimum of three professional references to:
Lewis Harry, Director of Rules and Competitions
lharry@coloradogolf.org

The Colorado Golf Association is committed to creating a diverse and inclusive working environment and is proud to be an equal opportunity employer. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, veteran status, or non-merit factors.