



**POSITION(S):** 2023 USGA P.J. Boatwright Internship – Tournaments – 6-Month  
**APPROXIMATE DATES:** April 18 – October 14, 2023 (*semi-flexible start/end dates*)  
**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. These positions will provide a tournament-centric experience for individuals seeking to pursue a career in golf administration. This internship requires immense teamwork and cooperation.

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#### **PRIMARY JOB RESPONSIBILITIES**

- Assist in day-of tournament operations for CGA Championships and junior events.
- Perform pre and post tournament tasks (course set-up, course marking, points lists, etc.).
- Provide membership support for tournament software and registration inquiries.
- Assist in administering educational seminars to members.
- Manage volunteer communications, database, and schedules.
- Assist with the management of CGA social media accounts related to tournament content.
- Assist with CGA programs and community programs (Golf in Schools, clinics, etc.).

#### **TRAITS & EXPERIENCE**

- 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.
- Good leadership and organizational skills.
- Good 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 CGA headquarters for the duration of the internship.

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**COMPENSATION:** \$17.50/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 20, 2023

**TO APPLY:** Email cover letter, resume and a minimum of three professional references to:  
Ashley Harrell, Managing Director of Golf Operations  
[aharrell@coloradogolf.org](mailto:aharrell@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.