



CONNECTICUT STATE GOLF ASSOCIATION

35 Cold Spring Rd – Suite 212, Rocky Hill, CT 06067
(860) 257-4171 www.csgalinks.org

2022 INTERNSHIP OPPORTUNITY

Positions:

P.J. Boatwright Internships: 3-month and 6-month positions available

Employment Term: Spring / Summer - late Summer / Fall, 2022 (start and end date negotiable)

Description: The P.J. Boatwright Internship is tailored to prepare a qualified intern for a career in golf and sports administration. The position is focused primarily on the CSGA's extensive amateur tournament schedule, but this position will provide additional experience in communications, computer software applications and technical support.

Primary Responsibilities: Assist with all phases of the CSGA's services including: championships and competitions, the USGA Handicap System, Course Ratings, CSGA Scholarship Fund, Championship Player's Program, Communications, and Member Services.

Principle Duties:

Tournament Administration

- Assist in daily administration of CSGA's tournament department, including registration, starting times, pairings, media relations, and player of the year points.
- Preparation of competition materials for CSGA and USGA events, such as scorecards, score sheets, volunteer assignments, pace-of-play, rules and hole location sheets.

Tournament Competitions

- Directly involved in operation of CSGA championships, qualifiers, USGA qualifiers, and CSGA One Day Tournaments including on-site course set-up, registration, starting, and scoring procedures.

Programs

- Assist in the daily administration of the CSGA's membership programs, including the GHIN handicap service and the Connecticut Golf PlayBook.

Communications

- Assist in the association's social media plan and general communications

Job Requirements: Seeking a team player with excellent communication skills, a strong work ethic, and problem solving abilities. Background in golf preferred but not required. Ability to work in both indoor and outdoor golf environments. Some physical labor required in pre and post tournament operation. Microsoft product knowledge, and ability to learn new software applications.

Compensation: Stipend of \$2,000 per month plus job related travel expenses.

Housing & Transportation: Intern must have or arrange for housing in the central Connecticut area and provide one's own automotive transportation.

Application Process: These positions are open until filled. Please contact Mike Moraghan, Executive Director, at mmoraghan@csgalinks.org or at 860-257-4171