



CONNECTICUT STATE GOLF ASSOCIATION

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

2023 INTERNSHIP OPPORTUNITY

Position:

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

Employment Term: Spring, 2023 through Fall, 2023 (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 with daily office administration of the CSGA's tournament department, including registration, starting times and pairings, media relations, and player of the year points.
- Preparation of competition materials for CSGA and USGA events, including printing and organizing of pairing sheets, scorecards, score sheets, volunteer assignments, pace-of-play guidelines, rules and hole location sheets.

Tournament Competitions

- Directly involved in organizing and coordinating CSGA championships, qualifiers, USGA qualifying events, and CSGA One Day Tournaments including on-site volunteer coordination, pace of play, Rules of Golf, 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: Background in the game of golf preferred but not required, knowledge of Microsoft Office (Word, Excel, Access), excellent verbal and written communication skills, strong work ethic and a willingness to learn.

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: This position is open until filled. Please contact Mike Moraghan, Executive Director, at mmoraghan@csgalinks.org or at 860-257-4171