



# CONNECTICUT STATE GOLF ASSOCIATION

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

## 2024 INTERNSHIP OPPORTUNITY

### **Position:**

USGA P.J. Boatwright Internship with Connecticut State Golf Association

**Employment Term:** Up to 7 months (3 month minimum) – Spring / Summer, 2024 (start and end dates are negotiable)

**Description:** The Boatwright Internship is designed to prepare interns for a career in golf and sports administration. Focused primarily on the CSGA's extensive tournament schedule, the position offers experience in public relations, communications, event management, 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 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](mailto:mmoraghan@csgalinks.org) or at 860-257-4171