



## Golf Association of Philadelphia

### **2023 P.J. Boatwright Internship - Championships**

**Start Date:** May 2023

Join the team at GAP (Golf Association of Philadelphia), the nation's oldest state or regional golf association. Headquartered in Broomall, Pa., GAP offers a competitive salary and benefits in a fun working environment. Comprised of 340 Member Clubs and over 100,000 individual members, GAP is the USGA's Allied Golf Association in Eastern Pennsylvania, Delaware and parts of New Jersey. GAP has a full-time staff of 18 individuals and offers a flexible working environment.

#### **About the Position:**

The P.J. Boatwright Internship was created by the United States Golf Association (USGA) in 1991 to give interested individuals the chance to experience the world of golf administration. As a USGA Allied Golf Association, GAP has multiple internship opportunities available through this program in 2023. The ideal candidate will be looking to work in the golf world upon graduation. A significant percentage of employees at regional associations like GAP come from this program so this is a great way to get started.

This position is a 3-month internship that runs from May 2023 through August 2023.

#### **Responsibilities - Included but not limited to:**

- Assist in all facets of GAP championships, from pre-event course setups to day of administration to post-event office work.
- Work in all areas of the Association, including the chance to assist in projects in Member Services, Communications and Championships
- On non-tournament days, work in the GAP office which consists mostly of administrative tasks to help preparation for other events

#### **Qualifications:**

- Working knowledge of Microsoft Office (Excel, Word, Outlook, PowerPoint)
- Valid driver's license and reliable transportation

#### **Success Factors:**

- Be punctual - the personal responsibility of being on time for events is a key to this role
- Be prepared - do the work to understand what your role is and how you can help better the Association in the job you're performing that day

- Be personable - often times our interns are the first people that members encounter at a championship, and your personality must shine when you're there to represent GAP

**Work Schedule:**

- GAP's office hours are Monday to Friday, In-Office (8:30 a.m. - 4:30 p.m.). For tournament days, interns typically arrive early in the morning (make sure your phone alarm works!) and sometimes have longer days, depending on the event.

**Compensation and Benefits:**

This position receives a stipend of \$2000 per month. Other benefits include Association clothing for use during events (shirt, hat, etc.) plus a fun and engaging environment at our headquarters. Office attire is golf casual or business casual.

**To Apply:**

Interested candidates should send a cover letter and resume to [jobs@gapgolf.org](mailto:jobs@gapgolf.org) with "2023 Internship" in the subject line. Applications will be accepted until the position is filled.