



## **GOLF ASSOCIATION OF PHILADELPHIA**

### Internship Opportunity

**Position:** Internship

**Term of Internship:** April 1, 2018 – Sept. 30, 2018 (6 months approx.)

**Office location:** Broomall, Pa.

**Intern reports to:** Director of Operations, Martin D. Emeno, Jr.

mail: [memeno@gapgolf.org](mailto:memeno@gapgolf.org); phone: 610-687-2340, ext. 27

**Purpose:** To offer a comprehensive introduction and extensive training experience to prepare for a career in golf administration.

**Primary Responsibilities:** Assist with all phases of the Golf Association of Philadelphia's services including: championships and competitions, the USGA Tournament Management powered by Golf Genius Software, course ratings, the J. Wood Platt Caddie Scholarship Trust, the PLAY Golf Program, communications, Member Club services and more.

#### **Principle Duties:**

Tournament administration

- Pre-tournament preparation at host clubs
  - Course set-up
  - Course marking
  - Preparation of materials for competitions, i.e., pairing sheets, scorecards, scoresheets, executive committee zone assignments, pace-of-play grids, local rule sheets and hole location sheets.
- Tournament competitions
  - Assist in ensuring course is set according to plan
  - Assist in monitoring pace and officiating
  - Assist in scoring procedures
  - Assist in distribution of results to media
- USGA Tournament Management powered by Golf Genius Software and Course Rating System
  - Attend Course Ratings

- Assist with preparation for all course rating review committee meetings
- Assist in support calls and emails of the USGA Tournament Management powered by Golf Genius Software
- J. Wood Platt Caddie Scholarship Trust
  - Assist with Scholarship Applications
  - Assist at Platt Cup tournament
  - Assist in coordination of the Caddie Scholarship brunch
  - Assist in the various reporting efforts of the Trust
- PLAY Golf Program
  - Assist in coordination of PLAY Golf Program Championship
  - Assist in distribution of donated golf clubs and golf balls
  - Assist in other various duties associated with the program
- Communications
  - Assist in the development of media releases/kits
  - Assist in the upkeep of archival material
  - Maintain clip/Web records

### **Primary Additional Duties**

- Provide assistance to clerical staff in general office procedures
- Support Committees with materials for meetings
- Provide assistance to other staff members as needed

### **Job Requirements**

- Strong background in the game of golf
- Knowledge of Microsoft Office (Word, Excel, Access)
- Excellent verbal and written communication skills
- Willingness to travel (own car required)
- Strong work ethic and a willingness to learn

### **Compensation**

- Salary \$2,000/month

### **Housing and Transportation**

- The Intern must arrange for housing in the area and provide own automobile transportation. The Intern will be reimbursed for all related expenses when traveling on GAP business and reimbursed for the use of personal automobile while on official business.

**Application deadline:** March 23, 2018