



## 3 – Month Paid Internship Opportunity New Hampshire Golf Association



**Position:** P.J. Boatwright Jr. Tournament Operations Internship (provided through a grant from the USGA)

**Term of Internship:** 3 months May –August (Start Flexible for Graduating Students)

**Office Location:** Concord, NH

**Job Description:** The New Hampshire Golf Association is the governing body of golf in the Granite State serving over 23,000 members and administering over 90 tournaments each season. As a P.J. Boatwright Intern with the New Hampshire Golf Association, the intern's responsibilities fall within many different aspects of golf administration. The internship includes but is not limited to junior golf, member services, course rating, media relations, tournament management, and other general office administration. The internship will provide a wide range of hands-on and networking experience for an individual seeking to pursue a career in golf administration.

### Job Duties and Responsibilities

- Travel to and assist at various NHGA events, championships and qualifiers.
- Golf course set-up and preparation, which includes course marking, starting and scoring
- Tournament preparation (pairing sheets, scorecards, local rules, etc.)
- On course rules of golf and pace of play enforcement
- Website Maintenance, photography, and other Communications tasks as needed
- Equipment inventory and organization

### Requirements

- Must be a college or university student
- Experience in, a passion for, and general knowledge of the game of golf is preferred but not required
- Self-motivated, punctual, personable, and willing to work flexible hours
- Excellent written and oral communication skills with the ability to multi-task
- Ability to work independently, but also communicate in a team environment
- Ability to work with all ages
- Capable of driving 2-3 hours at a time with reliable transportation

### Compensation & Hours

- \$15/hour. This position is eligible for overtime.
- Hours depend on tournament schedule and duties. Office days are 9AM – 4PM
- Out of office expenses will be covered by the NHGA (meals, mileage, tournament lodging, etc.)
- NHGA logo 'd apparel

### Application Review/ Timeline

Applications will be reviewed and top candidates will be asked to conduct a phone or video interview and possibly an in-person interview (if applicant is local). We hope to determine the successful candidate by March 1 and will follow up with all applicants via e-mail as to their status.

**All interested applicants should e-mail a resume and cover letter to:**

Kinsey Hoffmann, Tournament Director

[khoffmann@nhgolf.com](mailto:khoffmann@nhgolf.com)

**Resume Deadline is February 9<sup>th</sup>, 2025**