



## Carolinan Golf Association Employment Opportunity

**AVAILABLE POSITIONS:** Four, 3-month Internships

**DATES OF WORK:** May 14 - August 17, 2018 (start/end dates are flexible)

**ABOUT THE CAROLINAS GOLF ASSOCIATION:** The CGA is a 501(c)(3) not-for-profit educational organization located in Southern Pines, NC that was founded in 1909 to promote and to protect the game of golf in the Carolinas by providing competitions, education, support and benefits to golfers. The CGA is the second largest golf association in the country over 700 member clubs represented by nearly 150,000 individuals. The Tarheel Youth Golf Association (TYGA) is the CGA's junior program for North Carolina.

### **JOB DESCRIPTION:**

- Tournament administration which includes course marking, course set-up, starting times and pairings, starting, scoring, on-course officiating, pace of play, Rules of Golf, media relations and preliminary office preparation for CGA, TYGA and USGA qualifying events.
- Assist with: championships, qualifiers and one-day tournaments; handicap and course rating; communications; and membership department.
- Work week consists of 40-60 hours depending on tournament assignment.

### **JOB REQUIREMENTS:**

- Ability to live in Southern Pines/Pinehurst, NC area during internship
- Strong work ethic, communication skills and work in a team environment
- Willingness to travel and ability to work long hours including early mornings and weekends
- Computer literate using Microsoft Office (Word, Excel, Access, Outlook)
- Golf background or strong interest in golf and basic knowledge of the Rules of Golf is a plus
- Have own transportation and valid driver's license
- Must be an amateur golfer. PGM students are eligible. PGA professionals/apprentices are ineligible.
- One of the Boatwright interns will attend the P.J. Boatwright Internship Orientation program at USGA Headquarters in Far Hills, NJ in mid-May. USGA will pay for all costs to attend the meeting.

**COMPENSATION:** Approximately \$1,600 per month plus out of office job-related expenses (meals, lodging, mileage) and staff clothing. No medical benefits.

**APPLICATION DEADLINE:** Cover letter and resumes should be submitted via email by January 15, 2018.

### **SUBMIT COVER LETTER AND RESUME INCLUDING REFERENCES VIA E-MAIL TO:**

Subject: CGA Summer Internship

Attn: Jason Cox, Director of Junior Golf and Tournament Operations

E-Mail: [jason.cox@carolinagolf.org](mailto:jason.cox@carolinagolf.org)