

Vermont Golf Association

2024 P.J. Boatwright Internship Opportunity



Term: mid-April 2024 through mid-October 2024, 6 months.

Location: Shelburne, Vermont

Description: The Vermont Golf Association, through a grant subsidized by the USGA's P.J. Boatwright Internship program, seeks a qualified, highly motivated intern for a six-month internship during the 2023 golf season. The program is targeted toward a recent college graduate interested in gaining entry level skills in pursuit of a career in the golf industry.

Responsibilities: Some roles may include but are not limited to daily scheduling of website updates, event coverage, email distribution, social media posting and marketing. Assisting in written communication for the VGA affiliated events which may include previews, player/host club storylines, daily recaps, summaries, and results. Coverage also includes posting to websites, social media oversight and distribution to local media. Planning and creating a schedule to promote our events more effectively (including newsletters, tournament updates, etc. Additional marketing of new events (junior events and stroke play series). Creating E-Revisions posts that will be sent out on a bi-weekly basis, use adobe spark to create video content for off-season and seasonal events (interview players, video of tournament play, rules videos?). Responsible for the daily updating of the VGA website and posting of new content. Lakeside / GHIN - Processing new memberships, being a source of contact for Lakeside / GHIN members' inquiries.

Compensation: This is a paid internship. Attendance at the P.J. Boatwright, Jr. Intern Orientation conducted by the USGA is required and those expenses are paid. VGA uniform apparel is provided. Given the travel required to clubs and courses throughout Vermont, a substantial amount of in-state travel is required. Mileage and expense reimbursement is available.

Requirements:

- Proficiency in Microsoft Office Programs
- Outstanding verbal, written, and interpersonal skills
- High level of self-motivation and commitment to teamwork
- Desire to work in a fast-paced, task-oriented atmosphere with flexible work schedule
- Reliability, punctuality, flexibility and accountability are a must
- Well-mannered with a positive and productive attitude
- Reliable transportation
- Interest and knowledge in the game of golf

The six (6) month VGA P.J. Boatwright internship is an entry-level opportunity for an individual interested in learning and participating in the dynamic aspects of golf and communications. Frequent and direct interaction with the golf community of Vermont and New England presents further opportunity for networking.

This program is named in honor of P.J. Boatwright, Jr., the former Executive Director for the United States Golf Association. For further information about the VGA, we urge you to visit the VGA website at www.vtga.org

PLEASE SUBMIT ALL MATERIALS VIA E-MAIL (COVER LETTER, RESUME, AND REFERENCES) NO LATER THAN April 15, 2024 TO:

John Goodchild,
Executive Director
Vermont Golf Association
john@vtga.org