

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 of the various roles the intern would be responsible for include event management. Tournament duties range from management of on-line registration, learning Tournament Management software, course marking/setup, scoring, preparing scorecards, reports, volunteer assignments and scoreboards. Other duties include assisting Executive Director, Administrator and VGA Directors in day-to-day golf association duties, answering questions and inquiries from member clubs and member golfers, assisting in course rating, handicapping, communications with clubs, golfers, other associations and media.

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 event administration. 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**

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