



GOLF ASSOCIATION OF PHILADELPHIA

Internship Opportunity

Position: Internship

Term of Internship: May 1, 2010 - Oct. 31, 2010

Office location: Broomall, Pa.

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

mail: memeno@gapgolf.org; phone: 610-687-2340, ext. 27

Purpose: The purpose of the internship is 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 Handicap System, course ratings, the J. Wood Platt Caddie Scholarship Trust, the PLAY Golf Program, communications and Member Club surveys.

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 insuring course is set according to plan
 - Assist in monitoring pace and officiating
 - Assist in scoring procedures
 - Assist in distribution of results to media
- GHIN Handicap 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 TPP software

- Assist in the coordination and delivery of new Computer Assistance Program terminals

J. Wood Platt Caddie Scholarship Trust

- Assist with Scholarship Applications
- Assist at JWP Eagle Club 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 \$1,550/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 1, 2010