



WOMEN'S GOLF ASSOCIATION OF MASSACHUSETTS

encouraging the development of women's amateur golf in Massachusetts

300 Arnold Palmer Boulevard, Norton, MA 02766

Telephone: 774-430-9010 Fax: 774-430-9011

Email: info@wgam.org Website: www.wgam.org

Founded in 1900, the Women's Golf Association of Massachusetts services over 2,000 individual members and close to 200 member clubs. The purpose of the organization is to encourage the development of women amateur golfers and junior girls in Massachusetts through nurturing, fostering and promoting amateur golf activities through individual competition and team play.

POSITION:

P.J. Boatwright Intern.

Funded through an 12-month grant from the USGA.

JOB DESCRIPTION:

This 12-month internship involves exposure to all aspects of golf administration. It includes but is not limited to: tournament administration (both in-house and on-site), membership services, communications and media relations, junior golf, web site maintenance, and general office administration. This position will provide a wide-range of experiences for an individual seeking to pursue a career in golf administration.

REQUIREMENTS:

- College degree (completed or in progress) preferred but not required.
- An individual that is self-motivated, personable, and willing to work flexible hours.
- Computer literate in MS Office including ACCESS.
- A demonstrated interest in golf and sports administration.
- Web Site software (i.e., Dreamweaver), Adobe InDesign, Tournament Pairing Programs knowledge a plus. Ability to quickly learn other computer applications as the job requires.
- Excellent written and verbal communication skills.
- Good leadership and organizational skills with attention to detail.
- Ability to work with all ages, from senior to junior.
- Reliable transportation.

AVAILABILITY: May 2008

BENEFITS:

- Salary – Approximately \$1,550 a month plus job-related expenses.
- One week orientation at the USGA Headquarters in Far Hills, New Jersey.
- Opportunity to learn about all aspects of golf association management.

SEND RESUMES TO:

**Women's Golf Association of Massachusetts, Inc.
300 Arnold Palmer Blvd
Norton, MA 02766
Email: info@wgam.org (preferred method of receipt)
Fax: (774) 430-9011**

DEADLINE TO APPLY: April 13, 2008