



## **2025 GAP P.J. Boatwright Internship (Championships)**

The Golf Association of Philadelphia (GAP) is looking for skilled and personable individuals for 2025 summer internships in the Championships department. These three-month internships (May to August) will offer students the opportunity to learn about all facets of GAP's championship operations. Interns will become well-versed in both golf tournament administration as well as event management throughout the summer.

### **Internship Timing and Details**

The Championships internship would run for three months, starting in early to mid-May and running to the same time period in August. This position would work 40 hours per week, with the occasional longer week and overtime pay when that occurs. General office hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. Intern hourly rate is \$12.50. Mileage for travel to events is reimbursed at current IRS rates. Lunch is provided on all event days. Interns are supplied with required GAP clothing (hat, shirt, etc.) for use on tournament days.

### **Duties and Responsibilities**

In this position, interns are expected to handle a variety of roles before, during and after an event, including but not limited to the following:

- Pre-competition setup work including course marking and golf course setup
- Assisting in the compiling of printed materials prior to the start of an event
- On-course roles during competition (starter, scoring checkpoint, timing checkpoint) as needed
- Assist with onsite volunteer management during competitions
- Helping GAP members with issues related to tournament registration
- Loading and unloading of tournament materials and equipment at each event
- Fulfilling orders from GAP's Online Store
- Related work for the Association when necessary in Member Services, Finance and Communications departments

### **Job Requirements**

- College student or recent college graduate (credits available if allowed by university)
- Reliable transportation is a must

- Ability to work in the GAP office in Broomall, Pa. on non-tournament days
- Key traits - punctual, personable and precise
- Willingness to work early mornings and the occasional late evening
- Golf experience helpful but not required
- Ability to lift up to 40 pounds
- Housing potentially available for interns who reside more than 60 miles from the GAP office

### **About the P.J. Boatwright Internship Program**

The USGA established the P.J. Boatwright Internship program in 1991 for individuals interested in pursuing a career in golf administration. Opportunities are available at each USGA Allied Golf Association, of which GAP is the representative in Eastern Pennsylvania, parts of New Jersey and the state of Delaware. Around 40 percent of current full-time employees of Allied Golf Associations got their start as P.J. Boatwright Interns, including eight members of the GAP staff.

### **About GAP**

GAP was founded in 1897 and is the nation's oldest state or regional golf association. GAP is comprised of nearly 340 Member Clubs and 120,000 Individual Members. Headquartered in Broomall, Pa., GAP has 27 full-time staff members. GAP runs events on nearly 200 days each calendar year throughout the region.

Interested candidates should send a cover letter and resume via email to Mario Machi, Assistant Executive Director, at [jobs@gapgolf.org](mailto:jobs@gapgolf.org).