



## **2025 GAP P.J. Boatwright Internship (Member Services)**

The Golf Association of Philadelphia (GAP) is looking for skilled and personable individuals for a 2025 summer internship in the Member Services department. This internship is offered for up to six months, with a start date ranging from March 1 (for a six-month role) to mid-May (three-month role) and will offer students the opportunity to learn about all facets of GAP's member services operations.

### **Internship Timing and Details**

As detailed above, depending on the start date of the internship, it will be for a minimum of three months but could be extended to as much as six months. This position works 40 hours per week, with the occasional longer week in which overtime will be paid when it 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, including but not limited to the following:

- Serve as phone or email support for core services like the World Handicap System, GHIN, Golf Genius and the Course Rating System
- Utilize the Hubspot platform to help increase member engagement
- Assist on course at USGA Course Ratings when needed
- Measure courses in advance of USGA Course Ratings
- Promote GAP's efforts at public facilities in the region with in-person activations
- Use analytical data to provide insights for GAP's various membership programs
- Perform any other miscellaneous tasks as assigned by the Director of Member Services

### **Job Requirements**

- College student or recent college graduate (credits available if allowed by university)
- Reliable transportation is a must
- Key traits - punctual, personable and precise

- Golf experience helpful but not required
- Ability to lift up to 40 pounds

### **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 29 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).