2027 GAP Member Services Internship

The Golf Association of Philadelphia (GAP) is looking for skilled and personable individuals for a 2027 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 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., with very limited weekend work required. 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, shirts, rain gear, etc.) for use on tournament days. Other benefits include access to GAP office golf simulator and other unique golf and networking opportunities.

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:

- Support the full administration of GAP Member Play Days with the expectation of progressing toward independently managing one or more events
- 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
- Travel to courses throughout Eastern Pennsylvania, New Jersey, and Delaware
- 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
- Ability to lift up to 40 pounds
- Housing potentially available for interns who reside more than 60 miles from the GAP Office.

About the USGA P.J. Boatwright Internship Program

The GAP Adaptive internship is funded through the USGA P.J. Boatwright Internship program, established 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.



GAP Intern Coaching Program

Learn and grow professionally with the GAP Intern Coaching Program. In this employee benefit, each intern is strategically paired with a staff member who will serve as their "coach" for the duration of the summer. The coach serves as a resource for advice, support and career development throughout the duration of the internship. Interns can expect regular one-on-one check-ins and professional development opportunities in this program.

About GAP

Golf Association of Philadelphia was founded in 1897 and is the nation's oldest state or regional golf association. GAP is comprised of nearly 340 Member Clubs and 135,000 Individual Members. Headquartered in Broomall, Pa., GAP has 31 full-time staff members. GAP runs events on nearly 200 days each calendar year throughout the region.

Interested in Applying?

Candidates must send a cover letter and resume via email to jobs@gapgolf.org.

Golf Association of Philadelphia
1974 Sproud Rd.
Suite 400
Broomall, Pa. 19008