2027 GAP 12-Month Fellowship

The Golf Association of Philadelphia (GAP) is looking for a skilled and personable individual for its 12-month Fellowship that will be heavily involved in the Association's core departments (Championships, Communications, Marketing, Member Services). This unique opportunity is best suited for a post-grad individual interested in pursuing a career in golf administration. This opportunity will offer the individual the experience to learn and heavily contribute to all facets and operations of the GAP team. This fellowship requires immense teamwork, collaboration and commitment.

Internship Timing and Details

The GAP fellowship would run for 12 months, starting in either February to March or mid to late May (flexible based on graduation date) and running to the same time period in 2028. This position would work 40 hours per week, with the longer weeks and overtime pay expected during peak season. General office hours are Monday through Friday, 8:30 a.m. to 4:30 p.m., with very limited weekend work required. The fellowship hourly rate will commensurate with experience. Mileage for travel to events is reimbursed at current IRS rates. Lunch is provided on all event days. The fellow will be supplied with required GAP clothing (hat, shirts, rain gear, etc.) for use on tournament days. Other benefits include access to GAP office golf simulator, unique golf and networking opportunities and employee discounts on additional GAP apparel.

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:

CHAMPIONSHIPS:

- 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
- Demonstrate strong interpersonal skills by establishing positive relationships with volunteers, tournament players, GAP members and clubs.

COMMUNICATIONS/MARKETING:

- Work with directors to ensure awareness of GAP events, programs and services
- Accompany media on course to offer assistance and to ensure GAP media guidelines are followed
- Serve as on-site help at GAP marketing events throughout the summer
- Use analytical data to provide insights for GAP's various membership programs

MEMBER SERVICES:

- 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
- Work with the Manager of Adaptive Golf on special projects as it pertains to Adaptive clinics/events and overall awareness.

MISCELLEANEOUS:

- Take lead with GAP summer interns on special projects as assigned by senior directors
- Assist administrative and finance staff with any special duties or projects as assigned
- Office tasks such as packing, mailing, shipping items when needed

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 Northeast PA office 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.

USGA Boatwright



About the USGA P.J. Boatwright Internship Program

The GAP 12-Month Fellowship 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?

Interested candidates should send a cover letter and resume via email to jobs@gapgolf.org.

Golf Association of Philadelphia
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