2027 GAP Championships Internship (Northeast PA)

The Golf Association of Philadelphia (GAP) is looking for skilled and personable individuals for 2027 summer internships in our Northeast PA office. 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. This internship requires immense teamwork and cooperation.

Internship Timing and Details

The Northeast 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., 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:

- 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
- Help GAP members with issues related to tournament registration and other general inquiries
- Loading and unloading of tournament materials and equipment at each event
- Maintain the organization and inventory of tournament supplies and equipment within GAP vans and storage closet
- Assist in special projects for the Association when necessary in Member Services, Finance and Communications departments
- Demonstrate strong interpersonal skills by establishing positive relationships with volunteers, tournament players, and GAP members.

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.

About the USGA P.J. Boatwright Internship Program



The GAP Championships 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