2027 GAP Adaptive Golf Internship

The Golf Association of Philadelphia (GAP) is looking for a skilled and personable individual for a 2027 summer internship in our Broomall office. This three-month internship (May to August) will offer students the opportunity to learn about all facets of GAP's adaptive golf operations. GAP just completed its second year of Adaptive Golf programming for golfers with disabilities, concluding with the GAP Adaptive Championship. The intern will become well-versed in both operations and marketing throughout the summer.

Internship Timing and Details

The Adaptive Golf 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:

- **Program Operations Support**
  - Assist with clinic set up and breakdown, ensuring all equipment and materials are ready for use.
  - Greet participants and provide a welcoming environment.
  - Collaborate with staff and volunteers to ensure smooth operations during clinics.
- **Marketing and Communications**
  - Create engaging flyers and promotional materials for clinics and events.
  - Develop a plan for social media outreach in coordination with GAP's communications team
  - Design and execute email campaigns to keep participants informed about programming and events.
  - Contribute to an advertising plan to expand the program's reach to new audiences.
- **Other Duties:**
  - Attend meetings and provide input on program strategies.
  - Assist in building the framework for the 2026 GAP Adaptive Championship.

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

USGA Boatwright



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.

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