



AGA/GAP Internship Opportunity

Position: Internship

Term of Internship: May 15, 2020 – Aug. 15, 2020 (3 months approx.)

Office location: Scranton, Pa. area.

Intern reports to: Patrick Lloyd, Director of Northeast Operations
Martin Emeno, Director of Operations

mail: plloyd@gapgolf.org; phone: 610-687-2340, ext. 17

mail: memeno@gapgolf.org; phone: 610-687-2340, ext. 27

Purpose: To offer a comprehensive introduction and extensive training experience to prepare for a career in golf administration.

Primary Responsibilities: Assist with all phases of the Anthracite Golf Association/GAP services including AGA/GAP championships and competitions, the USGA Tournament Management powered by Golf Genius Software, course ratings and more.

Principle Duties:

Tournament administration

- Pre-tournament preparation at host clubs
 - Course set-up
 - Course marking
 - Preparation of materials for competitions, i.e., pairing sheets, scorecards, scoresheets, executive committee zone assignments, pace-of-play grids, local rule sheets and hole location sheets.
- Tournament competitions
 - Assist in ensuring course is set according to plan
 - Assist in monitoring pace and officiating

- Assist in scoring procedures
- Assist in distribution of results to media
- USGA Tournament Management powered by Golf Genius Software and Course Rating System
 - Attend Course Ratings
 - Assist with preparation for all course rating review committee meetings
 - Assist in support calls and emails of the USGA Tournament Management powered by Golf Genius Software

Primary Additional Duties

- Provide assistance to clerical staff in general office procedures
- Support Committees with materials for meetings
- Provide assistance to other staff members as needed

Job Requirements

- Strong background in the game of golf
- Knowledge of Microsoft Office (Word, Excel, Access)
- Excellent verbal and written communication skills
- Willingness to travel (own car required)
- Strong work ethic and a willingness to learn

Compensation

- Salary \$2,000/month

Housing and Transportation

- The Intern must arrange for housing in the area and provide own automobile transportation. The Intern will be reimbursed for all related expenses when traveling on AGA/GAP business and reimbursed for the use of personal automobile while on official business.

Application deadline: March 13, 2020