



**GAP (Golf Association of Philadelphia)
Internship Opportunity based in Northeast, Pa.**

Position: Internship

Term of Internship: May 15, 2022 – Aug. 15, 2022 (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 GAP (Golf Association of Philadelphia) services in Northeast, Pa., including GAP championships and competitions, Golf Genius Tournament Management, 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
- Golf Genius Tournament Management and USGA Course Rating System
- Attend Course Ratings
- Assist with preparation for all course rating review committee meetings
- Assist in support calls and emails of the Golf Genius Tournament Management

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 GAP business and reimbursed for the use of personal automobile while on official business.

Application deadline: Feb. 28, 2022