



WOMEN'S GOLF ASSOCIATION OF MASSACHUSETTS

ENCOURAGING THE DEVELOPMENT OF WOMEN'S AMATEUR GOLF IN MASSACHUSETTS

300 Arnold Palmer Boulevard, Norton, MA 02766

Telephone: 774-430-9010 Fax: 774-430-9011

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Founded in 1900, the Women's Golf Association of Massachusetts services over 2,000 individual members and close to 200 member clubs. The purpose of the organization is to encourage the development of women amateur golfers and junior girls in Massachusetts through nurturing, fostering and promoting amateur golf activities through individual competition and team play.

POSITION:

P.J. Boatwright Intern.

Funded through a 8-month grant from the USGA.

JOB DESCRIPTION:

This 8-month internship involves exposure to all aspects of golf administration. It includes but is not limited to: tournament administration (both in-house and on-site), membership services, communications and media relations, junior golf, web site maintenance, and general office administration. This position will provide a wide-range of experiences for an individual seeking to pursue a career in golf administration.

REQUIREMENTS:

- **College degree (completed or in progress) preferred but not required.**
- **An individual that is self-motivated, personable, and willing to work flexible hours.**
- **Computer literate in MS Office including ACCESS.**
- **A demonstrated interest in golf and sports administration.**
- **Web Site software (i.e., Dreamweaver), Adobe InDesign, Tournament Pairing Programs knowledge a plus. Ability to quickly learn other computer applications as the job requires.**
- **Excellent written and verbal communication skills.**
- **Good leadership and organizational skills with attention to detail.**
- **Ability to work with all ages, from senior to junior.**
- **Reliable transportation.**

AVAILABILITY: May 2010

BENEFITS:

- **Salary – \$1,550 a month plus job-related expenses.**
- **One week orientation with the USGA.**
- **Opportunity to learn about all aspects of golf association management.**

SEND RESUMES TO:

Women's Golf Association of Massachusetts, Inc.

300 Arnold Palmer Blvd

Norton, MA 02766

Email: info@wgam.org (preferred method of receipt)

Fax: (774) 430-9011