
Colorado Golf Association

General Position

POSITION: 12-Month USGA P.J. Boatwright, CGA Internship

APPROXIMATE DATES: January 7 – December 19, 2008

LOCATION: Greenwood Village (Denver), Colorado

JOB DESCRIPTION: This 12-month internship involves exposure to all aspects of golf administration. It includes but is not limited to: Championship administration, membership services, handicap inquiries and support, course rating, course measuring, communications, media relations, junior golf, other youth program initiatives, and general office administration. This position will provide a wide-ranging experience for an individual seeking to pursue a career in golf administration.

REQUIREMENTS:

- An individual that is self-motivated and personable.
- Candidates must have an interest in golf administration.
- An individual with the ability to handle themselves in conflict situations, as well as in the enforcement of policies and procedures.
- Computer literate using MS Office.
- Excellent written, verbal and public relations skills.
- Good leadership and organizational skills.
- A good background in golf and rules of golf knowledge is beneficial.

BENEFITS:

- Salary – \$1550 a month plus job-related expenses.
- Access to association's golf course.
- Attendance to the P.J. Boatwright Internship Orientation held at Golfhouse (USGA headquarters) in Far Hills, New Jersey.

DEADLINE to APPLY: **December 7, 2007**

SEND RESUME TO: Colorado Golf Association
Attn: Dustin Jensen, Director of Youth Programs
5990 Greenwood Plaza Blvd., Suite 130
Greenwood Village, CO 80111

Please submit resume, cover letter and list of a minimum of three references.

INQUIRIES: Dustin Jensen: Dustin@COgolf.org

For more information on the Colorado Golf Association, please visit our website at www.COgolf.org