Tournament Internship Opportunity

POSITION: USGA P.J. Boatwright Jr. Internship – GAM Tournament Department
LENGTH: 6 Months (Late April – September) Start date and End date somewhat flexible
HOURS: 40 Hours a week (on average)
LOCATION: The Golf Association of Michigan’s Office – Farmington Hills, MI

JOB DESCRIPTION: The selected candidate’s position with the Golf Association of Michigan will be exposed to many different facets a State Golf Association encounters, with an emphasis in tournament administration. A balance of time will be spent preparing for Championships on-site and in the Association’s office. This position will also gain exposure to handicapping, course rating, and other GAM membership activities.

JOB DUTIES:
- Golf course setup
- Tournament preparation
- Assist with processing tournament applications
- Maintaining tournament entry database
- On-course tournament work (starting, scoring, and other duties)
- Assist with tournament department communications
- Assist with tournament inquiries via e-mail and phone

REQUIREMENTS:
- A college degree or currently enrolled in college
- Knowledge or interest in golf administration
- Strong organizational skills
- High level of experience with data entry and computers (Microsoft Office Suite)
- Excellent communication skills
- Ability to work in a fast pace environment and learn quickly
- Ability to work flexible hours
- Desire to work in the golf industry
- Ability to work in team environment and independently
- Dependable work ethic
- Ability to perform physical labor in various weather conditions
- Must be able to lift 50lbs.
- Prior golf tournament experience a plus
- Dependable automotive transportation

BENEFITS:
- Compensation – Monthly Stipend Paid by USGA
- All out of the office expenses will be covered by the GAM (Meals, Mileage, etc.)
- Staff clothing for tournament work
- Opportunity to gain valuable experience in the field of golf administration

RESUME DEADLINE: February 17, 2016

SEND COVER LETTER AND RESUME TO:

Golf Association of Michigan
Attn: Ken Hartmann
24116 Research Dr
Farmington Hills, MI  48335
khartmann@gam.org

All candidates will be notified with the status of their resume shortly after the deadline. References may be requested at this stage. We ask references to refrain from contacting the GAM in advance.