POSITION: 2020 P.J. Boatwright Internship – Membership/VIP/Junior Golf
LENGTH: Approximately 12 months
LOCATION: Midlothian, Virginia

JOB DESCRIPTION
The Membership/VIP/Junior Golf intern works in conjunction with the Director of VSGA Membership/VIP Golf Card Program, the membership team, Director of Rules and Competitions, and members of the Tournament Department. Intern will assist with all aspects of departmental support and will assist in the promotion and administration of the VSGA Junior Golf Circuit, junior championships and qualifiers, as well as additional tournaments offered by the VSGA. Duties will include, but may not be limited to:

MEMBERSHIP
- Assist with eClub and uClub membership activations.
- Assist with phone calls from digital cardholders involving the MyVSGA App.
- Receive training on the VSGA’s customer relationship management system (Command) and help maintain information on current and past VSGA members and VIP cardholders. (*This may also include updates provided by the communications manager)
- Assist with VSGA website updates and social media messaging.
- Help generate and schedule e-mail messages to various member types. (eClubs, uClubs & VIPs)
- Assist with lapsed golfer e-mail communications.

VIP GOLF CARD PROGRAM & SCHOLARSHIP FOUNDATION
- Assist with taking orders over the telephone as well as processing mailed in submissions along with VIP Golf Card fulfillment.
- Answer questions from prospective purchasers and/or current cardholders about the program and participating courses.
- Assist with social media messaging and help expand the VSGA’s following.
- Assist with compiling content from participating VIP clubs for monthly e-mail blasts.
- Help maintain and update Command and GHIN to ensure accuracy and completeness of individual member records (mailing addresses, e-mail addresses, birthdates, etc.).
- Help compile and proof ~150 annual VIP offers from participating member clubs.
- Create a working spreadsheet of annual scholarship applicants (~85-110)
- Merge online and mailed in applications into a single document – keystroking and attention to detail required
- Create individual files for each applicant and track completeness of submissions
- Help generate congratulatory correspondence to award recipients as well as letters to non-winners
- Assist with preparations for VSGA Day (annual scholarship awards ceremony)
- Assist with correspondence to college destinations and dispersal of funds of award recipients
- Continue to formulate an up-to-date contact list of past
JUNIOR GOLF

- Promote junior golf in Virginia through various methods including the “VSGA Junior Golf Circuit Connection” newsletter, social media posts and club visits.
- Organize and administer VSGA Junior Golf Circuit events in the greater Richmond area as the official in charge.
- Assist at VSGA Junior Championships and qualifiers.
- Assist with the administration of the VSGA Junior Golf Circuit Player Rankings.
- Provide on-site support at various VSGA Championships.
- Administer one or more VSGA Championship qualifiers as the official in charge.
- Administer one or more VSGA One-Day Events as the official in charge.
- Provide in-office administration and customer support for junior golf related inquiries.

GENERAL ADMINISTRATION

- Meet and greet customers in a professional, polite, and courteous manner.
- Answer phones and transfer to appropriate staff member.
- Retrieve, open, and date stamp mail and deliver to appropriate staff member.
- Perform general clerical duties including, but not limited to: photocopying, faxing, mailing, and filing.

JOB QUALIFICATIONS

- Ability to live in the greater Richmond area during internship.
- Willingness to travel and ability to drive company vehicles to tournaments. Valid driver’s license required.
- Willingness and ability to work early mornings and weekends, when necessary.
- Proficiency with social media platforms, especially Instagram, Twitter and Facebook.
- Knowledge of golf preferred. PGM students are eligible. PGA professionals/apprentices are ineligible.

APPLICATION/DEADLINE

Please click here to submit your application. A cover letter, resume, and three references (including reference’s name, relationship to applicant, address, email, and phone number) are required. On resume, include major, overall GPA, and in-major GPA. The position will be open until filled.

Please contact Amanda Braun with any questions:
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