



## **Internship Opportunity**

*This posting will have an expedited hiring process. If interested, you are encouraged to apply as soon as possible.*

**POSITION:** USGA P.J. Boatwright Jr. Course Rating Internship – Golf Association of Michigan  
**LENGTH:** Four Months (May 1–August 31); *Start and end dates flexible to meet school schedule.*  
**HOURS:** 40 Hours/Week  
**LOCATION:** GAM Office\* (Farmington Hills) and on-site at GAM Member Clubs statewide.  
\*Hybrid work schedules are possible on a situational basis for non-fieldwork days.

**ABOUT THE GAM:** The Golf Association of Michigan, founded in 1919, is the governing body for amateur golf in the state. As a not-for-profit organization, our purpose is to represent, promote, preserve, and serve the best interests of the game.

**JOB DESCRIPTION:** The selected candidate will develop experience with many different facets of a state golf association, with an emphasis on course rating, handicapping, and member services. A significant balance of time will be spent administering the course rating program on-site at member clubs throughout the state and performing data analysis at the association's office. This position will also include exposure to other illustrations of GAM's mission to golf in Michigan.

**JOB DUTIES:**

- Educate to gather a sound understanding of the Course Rating System™ and *Rules of Handicapping*.
- Assist in administering all stages of the GAM Course Rating Program workflow, including preparation, record keeping, volunteer management, on-course fieldwork, and post-rate processing/review.
- Assist in growing GAM membership and enhancing the member experience for individuals and clubs.
- Other duties as necessary to support GAM's overall mission.

**REQUIREMENTS:**

- A college degree or be currently enrolled in college
- Knowledge of, or interest in golf administration
- A willingness to learn, including complex concepts and hands-on expertise
- Ability to work with a growth mindset in a fast-paced, collaborative environment
- Ability to work independently with outstanding problem-solving abilities
- Strong basic mathematical and technological skills
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Publisher)
- Demonstrated strong work ethic – long daily hours are sometimes required
- Ability to perform general physical labor in various weather conditions
- Dependable automotive transportation
- Prior organized golf, technology, or data management experience a plus

**BENEFITS:**

- Compensation – Stipend Paid by USGA (Approximately \$2,000/month)
- All out-of-office expenses will be covered by GAM (meals, mileage, etc.)
- Staff clothing provided for work on-site at member clubs and facilities
- Opportunity to gain valuable experience in the field of golf administration
- Networking opportunities with host facility staff, and playing golf on rating days with GAM volunteers

**RESUME DEADLINE:** **Tuesday, April 22, 2025 (or until position filled).**

SEND COVER LETTER AND RESUME TO:

Hunter Koch, GAM Director of Course Rating  
hkoch@gam.org

*The GAM is committed to creating a diverse work environment.*

*All qualified applicants will receive consideration without regard to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, veteran status, gender identity or sexual orientation.*