



**Better
Through
Golf**

Chicago District Golf Association • CDGA Foundation
11855 Archer Avenue • Lemont, IL • 60439
www.cdga.org • www.cdgafoundation.org

CDGA USGA. P.J. BOATWRIGHT INTERN

The Chicago District Golf Association (CDGA) offers the P.J. Boatwright internship program, established in 1991, to provide individuals with valuable experience in golf. This short-term, entry-level program provides interns with the opportunity to assist in promoting amateur golf, enabling participants to gain practical knowledge and skills within the industry.

Position: 2026 P.J. Boatwright Intern

Internship Duration– (May 14, 2026 - Anticipated ending date August 14, 2026)

Summary of Responsibilities

- Assume responsibility for operating several Sunshine Program projects, such as equipment, award distribution and thank you follow-ups for the camp program (over 90 different camps yearly)
- Assist with programming at the Bob Berry Sunshine Course and handle on-site camp arrangements
- Work with programs aimed at individuals with disabilities, veterans and youth, also known as Sunshine Programs
- Assist in the planning, coordination and on-site management of CDGA Foundation fundraising events
- Assist with the planning, on-site operations and support at the Chicago Adaptive Open at Fox Bend Golf Course
- Assist with the Chicago Police Department (CPD) Youth Golf Program Days, which include supporting instruction, set-up/logistics, and participation engagement
- Assist the Manager of Sunshine Programs in conducting fundraising activities at various CDGA Social Competitions
- Assist the Senior Director of Development and the Director of Development with Fundraising data entry and administration support
- Support and help operate Veteran Social Competitions, including event set up, registration and on-site operations
- Represent the Foundation at various events and programs throughout the Chicago District on behalf of the CDGA
- Work with Special Recreation Associations, Golf Professionals and Organizations dedicated to promoting golf and community development
- Gain exposure to all facets of the golf association by working with multiple CDGA departments on various projects as needed
- Support select tournaments and championships, such as social competitions and foundation events, with water distributions

Requirements

- Availability to attend the USGA:P. J. Boatwright Internship Summit, May 18-21
- Willingness and ability to travel the Chicago District extensively (will be attending numerous Sunshine Programs and Foundation fundraising events)
- Strong leadership potential, desire for personal and professional growth and an interest in public service
- Strong analytical, written and verbal skills
- Basic understanding of using a DSLR camera for photos and video content
- Familiar with Windows Office programs (Outlook, Word, Excel, etc.)
- Commitment to teamwork and a collaborative working environment
- Reliable transportation is necessary
- Appreciation for the impact golf can have on the lives of individuals with disabilities, veterans and youth
- Ability to drive a golf cart and other specialty golf vehicles
- Ability to lift up to 30 pounds of weight
- Ability to work outside in a variety of weather conditions



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