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# BRIDGE II SPORTS

*"Find The Player Within"*

## Events Intern

**Our Values and Belief:** Bridge II Sports recognizes the value and potential of all lives. Disability does not define people or outcomes.

**Our Vision:** By creating opportunities Bridge II Sports develops a culture of empowerment that fosters respect for all abilities and has a life changing impact on all humanity.

**Our Mission:** Bridge II Sports educates, develops and implements opportunities for youth and adults with physical disabilities to play individual, team and recreational sports.

### Position Overview:

Bridge II Sports is looking for a student that strives to be challenged and gain hands on experience with event planning and management. Interns are accepted for spring, summer, and fall internship opportunities. The event will fluctuate based on the semester. Interns will be expected to work 35-40 hours per week.

**Spring** – Valor Games & Wheelchair Basketball Tournament

**Summer** – Valor Games & August Madness

**Fall** – Valor Games

The events intern will:

- Report to and assist the Event Coordinator in daily tasks;
- Assist with facilitating communication;
- Assist with preparation of event contracts and other related items;
- Ensures that venues are set up and ready for the event;
- Schedules and coordinates appointments;
- Creates and revises plans, layouts, and other materials for the event;
- Ensures the event location fulfills all building, health, safety, and ADA requirements;
- Works within Customer Relationship Management system for registration and data management;
- Attend occasional sponsorship meetings and learn how sponsorships work;
- Maintain and create event reports and spreadsheets;
- Assist in coordinating the timeline of an event;
- Assist in supervising and coordinating the activities of the catering personnel as well as subcontractors;
- Social media outreach;
- Other duties as assigned.

### Important Qualities:

- Reliable transportation to and from Bridge II Sports office
- Proficient in Microsoft Office, especially Word and Excel
- Detail oriented and organized
- Excellent oral and written communication skills
- Appropriate Phone etiquette
- Knowledge of person first language
- Must have a sense of humor!

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**Preferred majors or academic programs:**

Sport Management, Sports Administration, Communications, Marketing, Public Relations, Recreation Management, or other related majors.

**Compensation:** This is an unpaid internship. Internships can be used for college credits. Interns will receive Bridge II Sports apparel to wear in the office and to events, which can be kept by the intern.

**NOTE:** Spring interns will be paid minimum wage following the end of the semester in May through the completion of the internship.

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Events Intern

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Date

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Assistant Director

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Date

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Executive Director

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Date