



VIRGINIA AMATEUR SPORTS

INTERNSHIP OPPORTUNITIES

Address: Virginia Amateur Sports
Attn: Charity Waldron
711-C 5th Street NE
Roanoke, VA 24016

Phone: 540-343-0987

Primary Internship Dates: Summer (May – August)

Email: cwaldron@commonwealthgames.org

Website: www.CommonwealthGames.org



**Summer Application Deadline:
March 4, 2018**

**Fall & Spring
Internships
also available!**



Intern Positions Available for Summer

- Marketing/Events (1 Full Summer)
- Operations/Events (1 Full Summer)
 - Games (1 Full Summer)
 - Presidential (1 - July ONLY)
- Marketing/Events (2 - July ONLY)
 - Operations (1 - July ONLY)
 - Games (1 - July ONLY)
- Volunteer Coordinator Asst (1- July ONLY)



*Virginia Amateur Sports will work with the student to gain academic credit for the internship.
There is a \$250 monthly stipend (Summer positions ONLY).
Interns are responsible for their own housing & transportation.*

INTERN QUALIFICATION: VAS is seeking highly-motivated, sports-minded candidates with a “have fun” attitude. Must have a positive attitude and enjoy working with people. Must have excellent written and oral communication skills and willing to do general office work and assist where needed and be willing to work long hours, as well as, some weekends.

MAJORS:

College or post-collegiate students majoring in sport management, sport marketing, sports information, business administration, marketing or related field with an interest in sport management or event management are welcome to apply.

Please submit your resume and application either online or via the paper application on our website:
<http://commonwealthgames.org/about-us/internships>

INTERNSHIPS AVAILABLE:

- **1 Marketing/Events Management Internships (5/15 – 8/8) & 2 Marketing Internships (7/3 – 8/8)**
Will work directly with the Marketing Director to promote the Commonwealth Games and work with sponsors. Intern will assist with projects such as: slideshows, organizing sponsor banners, working with local media, etc.
- **1 Operations/Events Management Internship (5/15 – 8/8) & 1 Operations Intern (7/3 – 8/8)**
Will work directly with the Operations Director. Intern will assist in the management of the office, which includes the finances, personnel records, contracts, athlete registration, computer technology and database maintenance, as well as creating programs, flyers, and managing social media
- **1 Games Internship (5/15 – 8/8) & 1 Games Internship (7/3 – 8/8)**
Will work directly with the Games Director to organize all sports and work with sports coordinators for the Commonwealth Games. Intern will assist with projects such as: recruiting volunteers, registering/sanctioning sports, organizing/taking inventory of sports equipment, marketing individual sports, etc.
- **1 Presidential Assistant/Intern (7/3 – 8/8)**
Will work directly with the President to promote the Commonwealth Games, Opening Ceremonies and in working with sponsors and various planning committees. Intern will assist with projects such as: assisting in the planning, organizing and implementing of various sports, volunteers, events, and promotions of the Games, etc.
- **1 Volunteer Coordinator Assistant/Intern (7/3 – 8/8)**
Will work directly with the Volunteer Coordinator to recruit, place, check in and manage/coordinate volunteers for the Commonwealth Games.

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