



# 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)

**Contact Person:** Charity Waldron

**Email:** [cwaldron@commonwealthgames.org](mailto:cwaldron@commonwealthgames.org)

**Website:** [www.CommonwealthGames.org](http://www.CommonwealthGames.org)



### Intern Positions Available for Summer

- Marketing/Events (1 Full Summer & 2 July Only)
- Operations/Events (1 Full Summer & 1 July Only)
  - Games (1 Full Summer & 1 July Only)
  - Presidential (1 - July Only)
- Volunteer Coordinator Assistant (1- July Only)

**Also accepting applications for our  
Social Media Street Team!**



**Summer Application Deadline:  
March 1, 2020**

**Fall & Spring  
Internships  
also available!**

*Virginia Amateur Sports will work with the student to gain academic credit for the internship.  
There is a \$250 monthly stipend (Summer positions ONLY, Social media team is unpaid).*

*Interns are responsible for their own housing & transportation.  
Social media team will be provided housing for the week of the event*

# Who is VIRGINIA AMATEUR SPORTS?

**Virginia Amateur Sports** is a non-profit Sports Event Planning & Management Company. VAS organizes more than 10 events statewide, including the VA Commonwealth Games!

The Commonwealth Games =  
**Virginia's largest multi-sport festival!**



Are you interested in Sport Management, Business Administration, Marketing or related field with an interest in Sport Management or Event Management?

We combine Sports, Business, Marketing, Public Relations & more to create top quality sporting events for athletes of ALL ages and skill levels!

Plus we have **FUN!**

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**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.

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

**PAID (Stipend) INTERNSHIPS AVAILABLE:**

- **1 Marketing/Events Management Internships (5/18 – 8/9) & 2 Marketing Internships (7/1 – 8/9)**  
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 (5/18 – 8/9) & 1 Operations Intern (7/1 – 8/9)**  
Will work directly with the Operations & Media Relations Director. Intern will assist in the management of the office, which includes the finances, contracts, writing press releases, athlete registration, computer technology and database maintenance, as well as creating programs, flyers, and managing social media.
- **1 Games Internship (5/18 – 8/9) & 1 Games Internship (7/1 – 8/9)**  
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 (7/1 – 8/9)**  
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 (7/1 – 8/9)**  
Will work directly with the Volunteer Coordinator to recruit, place, check in and manage/coordinate volunteers for the Commonwealth Games.

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There is a \$250 monthly stipend (Summer positions ONLY).  
Interns are responsible for their own housing & transportation.

**SOCIAL MEDIA STREET TEAM & Other Event Volunteer Interns:**

We are seeking students that want to be involved in working a large scale event! You would need to be available July 20th - 27th (dates have some flexibility), we can provide housing and meals while working the event. Most positions will be working with Social Media at the event, helping with event set up, working with coordinators, etc. This is a great opportunity to get some hands on experience with a very large scale event. We are anticipating having 10,000+ athletes and at least 30,000 spectators during that week!  
Please contact Charity if you are interested!!



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