



# Virginia Amateur Sports Internship Program

**Thank you for your interest in attaining an internship with Virginia Amateur Sports.**

With multiple programs—including the VA Commonwealth Games at Liberty University, Smith Mountain Lake Triathlon, Star City Half Marathon & 10K, Owen Grogan Memorial Golf Tournament and other partnership ventures—the need for quality interns is great. Come join an energetic full-time staff and help conduct events with the only multi-sport organization in Virginia and one of the largest of its kind in the United States.

Virginia Amateur Sports offers paid internships, based on hours and work-load, which offer excellent insight into the world of sport/event management, health and wellness, marketing and media relations. Selected interns have the opportunity to earn college credit as well as the experience necessary to compete for positions in these industries and others.

## HOW TO APPLY

Fill out the application on our website ([Link](#)), then send a resume, including a cover letter, outlining why you want to work with VAS and what qualities/skills/attributes you possess. Indicate which internship position(s) you are interested in. Internships fill up fast, so don't delay. Send your resume and cover letter via EMAIL ONLY to Charity Waldron at [cwaldron@commonwealthgames.org](mailto:cwaldron@commonwealthgames.org).

Deadline for Summer Applications is March 9, 2025.

## INTERVIEW PROCESS

The VAS staff will conduct interviews via Zoom/Teams where necessary and can be in person upon request. VAS is an equal opportunity employer.

The following pages contain general internship information followed by a description of each position to help you determine the type of internship that suits you and your educational objectives (dates are somewhat flexible).



# Games/Sport Logistics Intern

## STATUS

Expense stipend provided - \$300 (after taxes) per month (40+ hours per week), mileage for events, as well as housing and meals during Games Week will be provided. Virginia Amateur Sports will work with the student to gain academic credit for the internship. Interns are responsible for their own housing (other than when required to work an event) & transportation.

Full Summer Position - Start Mid/late May & Finish at the end of July/early August.

July Only Position - Start approx July 1 & Finish at the end of July.

## QUALIFICATIONS/SKILLS

College student majoring in Business Administration, Sport Management or a related field. Must be highly organized, detail-oriented and able to organize multiple projects, willing to do general office work and assist where needed and be willing to work long hours, as well as, some weekends. Must have strong computer skills and be literate in Microsoft Word and Excel as well as possess the ability to learn processes of the organization. Strong communication skills and professionalism a must. Must be able to work well with others in a fast-paced team environment.

## RESPONSIBILITIES *\*duties are not limited to the following descriptions*

Work closely with the Games Director on all sports preparation for the VA Commonwealth Games. Assist with sport operation issues including sport management, recruiting volunteers, registering/sanctioning sports, organizing/taking inventory of sports equipment & medals, coordinating delivery/pick up with coordinators, marketing individual sports, etc. Will also work with event committees and other as needed. Help with miscellaneous office duties and event duties, as needed.

Virginia Amateur Sports, INC  
711 C 5th Street NE | Roanoke, VA 24016 (main office)  
2348 Lakeside Drive | Lynchburg, VA 24501  
info@commonwealthgames.org  
CommonwealthGames.org



Virginia Amateur Sports  
Virginia Commonwealth Games  
Smith Mountain Lake Triathlon  
Star City Half Marathon



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@smltri  
@starcityhalf



@VAAmateurSports

# Marketing Intern

## STATUS

Expense stipend provided - \$300 (after taxes) per month (40+ hours per week), mileage for events, as well as housing and meals during Games Week will be provided. Virginia Amateur Sports will work with the student to gain academic credit for the internship. Interns are responsible for their own housing (other than when required to work an event) & transportation.

Full Summer Position - Start Mid/late May & Finish at the end of July/early August.

## QUALIFICATIONS/SKILLS

College student majoring in Business, Business Administration, Marketing, Advertising, Sport Management or a related field. Must be highly organized, detail-oriented and able to organize multiple projects, willing to do general office work and assist where needed and be willing to work long hours, as well as, some weekends. Must have strong computer skills and be literate in Microsoft Word and Excel as well as possess the ability to learn processes of the organization. Strong communication skills and professionalism a must. Must be able to work well with others in a fast-paced team environment.

## RESPONSIBILITIES *\*duties are not limited to the following descriptions*

Work closely with the Marketing Director to promote the Commonwealth Games and work with sponsors/fullfill sponsor contracts. Intern will assist with projects such as: slideshows, organizing sponsor banners, planning VIP Reception and other events, assisting with Social Media and helping with sponsor content. Will also work with event committees and other as needed. Help with miscellaneous office duties and event duties, as needed.

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# Event Intern

## STATUS

Expense stipend provided - \$300 (after taxes) per month (40+ hours per week), mileage for events, as well as housing and meals during Games Week will be provided. Virginia Amateur Sports will work with the student to gain academic credit for the internship. Interns are responsible for their own housing (other than when required to work an event) & transportation.

July Only Position - Start approx July 1 & Finish at the end of July.

## QUALIFICATIONS/SKILLS

College student majoring in Business, Communications, Public Relations, Event Planning/Hospitality, Business Administration, Marketing, Advertising, Sport Management or a related field.

Must be highly organized, detail-oriented, able to organize multiple projects, and willing to do general workload associated with event planning, set up, execution, and take down. Must assist where needed in a fast-paced environment and be willing to work long hours and some weekends. Must have strong computer skills and be literate in Microsoft Word and Excel. Must show professionalism and ability to work well with others in a business and sports environment.

## RESPONSIBILITIES *\*duties are not limited to the following descriptions*

This internship will focus on the planning and execution of events hosted during the Virginia Commonwealth Games. Will assist in performing a wide range of tasks for events of 15 to 5,000 people, ensuring they run smoothly and successfully. Includes communication and fulfillment with vendors and supporters, moving event equipment and supplies, developing interactive booths for vendors and participants, installing marketing materials in various locations, sponsor activation and general labor and errands associated with event management.

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# Sales Intern

## STATUS

Expense stipend provided - \$100 (after taxes) per month, plus 10% commission on any sales completed, mileage for events, as well as housing and meals during Games Week will be provided. Virginia Amateur Sports will work with the student to gain academic credit for the internship. Interns are responsible for their own housing (other than when required to work an event) & transportation.

Full Summer Position - May 1 - August 1

## QUALIFICATIONS/SKILLS

College student majoring in Business, Business Administration, Marketing, Advertising, Sport Management or a related field. Must be highly organized, detail-oriented and able to organize multiple projects, willing to do general office work and assist where needed and be willing to work long hours, as well as, some weekends. Must have strong computer skills and be literate in Microsoft Word and Excel as well as possess the ability to learn processes of the organization. Strong communication skills and professionalism a must. Must be able to work well with others in a fast-paced team environment.

## RESPONSIBILITIES *\*duties are not limited to the following descriptions*

Work closely with the Marketing Director to sell the Commonwealth Games and other Virginia Amateur Sports events. The intern will organize sales leads and develop sponsorships and opportunities for companies and vendors before the event, as well as assist in the fulfillment of all sponsorships and labor throughout multiple events. Must be willing to assist in the execution of the Commonwealth Games including set up, take down and errands to ensure a successful experience for sponsors and participants.

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# Operations/Media Relations & Social Media Intern

## STATUS

Expense stipend provided - \$300 (after taxes) per month, as well as housing and meals during Games Week will be provided.

Virginia Amateur Sports will work with the student to gain academic credit for the internship. Interns are responsible for their own housing (other than when required to work an event) & transportation.

Full Summer Position - Start Mid/late May & Finish at the end of July/early August.

July Only Position - Start approx July 1 & Finish at the end of July.

## QUALIFICATIONS/SKILLS

College student majoring in Business Administration, Marketing, Communications, Sport Management or a related field. Must be highly organized, detail-oriented and able to organize multiple projects, willing to do general office work and assist where needed and be willing to work long hours, as well as, some weekends. Must have strong computer skills and be literate in Microsoft Word and Excel as well as possess the ability to learn processes of the organization (ie - MailChimp, Adobe Creative Cloud, Registration Systems, etc). Strong communication skills and professionalism a must. Must be able to work well with others in a fast-paced team environment.

## RESPONSIBILITIES *\*duties are not limited to the following descriptions*

Work closely with the Operations & Media Relations Director. Intern will assist in the management of the office, which includes the contact management, press releases, athlete research for feature articles, social media management, athlete registration, database maintenance/management, as well as help produce promotional materials/programs, produce fliers, design social media posts, etc. for all VAS events. Will also work with event committees and other as needed. Help with miscellaneous office duties and event duties, as needed.

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