



Summer 2018 Internship Overview:

Aloha Tournaments is looking for smart, motivated and career-minded undergraduate students to provide operational and administrative support for our busiest Summer season yet! Our 2017 tournament season will consist of 20 different lacrosse events throughout the United States, including the World Series of Youth Lacrosse championship which is played in an NFL stadium and broadcast live on ESPN2. Our events annually attract 50,000 players and their families to participate in an unparalleled youth sports experience. Aloha Tournaments hosts some of the largest, most well run youth sports events in the nation. Learn more about us at www.alohatournaments.com and www.worldseriesofyouthlacrosse.com.

Interns will be provided with formal, hands-on training in the functional areas of sports administration, event operations and communications. This is a great internship for a Sports Management, Events/Hospitality, Business, or Communications/Marketing majors. Interns will be eligible to receive college course credit. Select underclassmen (rising sophomores and juniors) may be offered a returning internship position for the following summer, where they can expect to take on greater responsibilities. Upperclassmen (rising seniors) will be eligible to receive an offer for full-time employment following college graduation.

Compensation and Commitment:

This is a 12 week, full time, paid internship available for qualified undergraduate students able to relocate and live in the Baltimore metro area for the Summer.

- **Schedule:** Interns will be expected to begin their internship as early in May as their Spring exam schedule allows in order get fully prepared and trained before the start of the tournament season. In addition, interns should be prepared to work 6+ weekends throughout the course of the 12-week internship. On weekdays, interns will work between 30-40 hours per week and will be given off days throughout the summer, typically after the weekend of an event.
- **Local Students:** Interns that have permanent residence in the Baltimore area will be paid \$3,000 over the course of their internship (bi-weekly).
- **Out of town Students:** In lieu of an stipend, Aloha can arrange local college dormitory housing (including a meal plan or weekly meal stipend) for those students relocating to Baltimore.
- **Students participating in the internship program will be eligible to receive course credit if approved by your school.**

Responsibilities:

Interns will assist with all matters related to the planning, promotion, administration and execution of several tournaments throughout the summer. Interns will be expected to take on more responsibilities as they gain more experience over the course of the internship. While individual duties may vary based on experience, background and interests, responsibilities may include, but are not limited to:

Daily Office / Warehouse Duties:

- Assist with team registration and customer relations
- Check rosters to verify eligibility for tournament
- Prepare scouting binders for college coaches
- Organize tournament supplies and equipment for individual events
- Inventory apparel before and after events
- Pack trucks for event (equipment, supplies, prizes, apparel, goals, etc.)
- Listen to voicemails and report to Aloha staff
- Maintain a clean and organized warehouse
- Other general administrative duties

Weekend Event Operations Duties:

- Assist with all event operations from start to finish
- Drive truck from warehouse to tournament location (must be 21+)
- Check in teams and officials at tournament
- Sell tournament apparel and merchandise
- Maintain score and stats at the tournament, post online and on scoreboard
- Field preparation and maintenance
- Distribute tournament information to referees; make sure games stay on schedule.
- Run college coaches' hospitality tent and check-in
- Set up and break down of tournament site
- Load and unload truck
- Supervise trash and parking staff
- Fulfillment of sponsorship and vendor requirements

Qualifications:

- Must be currently enrolled in a full-time degree program in Sports Management/Administration, Events & Hospitality, Business, Communications, Marketing, or other related fields
- Proficiency with Microsoft Excel, Powerpoint and Word
- Excellent oral, written and communication skills; ability to multi-task in a fast-paced environment and work as part of a team
- Very organized and process-oriented with a high attention to detail
- Ability to effectively plan, organize and meet deadlines while maintaining a high level of quality
- Passionate about sports, both as a participant and spectator. Participation in high school and/or college athletics is a plus
- Experience and/or interest in lacrosse also preferred
- Ability to travel throughout the country during the internship. Willingness to roll up your sleeves and do the dirty work as needed
- Daily access to a car to get to/from office and local events

Application Process:

To be considered for this internship please email your resume and cover letter including ALL* of the following information:

- GPA
- SAT/ACT Score
- Degree / Relevant Coursework
- Expected Graduation Date
- Relevant Work Experience
- Indicate if you will be 21 years old by start of internship (and willingness to drive box truck)

to careers@alohatournaments.com with the subject: "Internship Application – [First Name Last Name]"

*Applications that do not clearly provide all of this information will not be considered.