



### **Summer 2019 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 2019 tournament season will consist of 15 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](http://www.alohatournaments.com) and [www.worldseriesofyouthlacrosse.com](http://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 or live in the Baltimore metro area for the Summer.

- **Schedule:** The target start date for the internship is May 13, 2019, although this can be adjusted based on your exam schedule. The early start date ensures that you are fully prepared and trained before the start of the tournament season. 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 days off 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 a stipend, Aloha can arrange local college dormitory housing (including a 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 apply, please complete our application through Teamwork Online – [CLICK HERE TO APPLY](#)

If you are unable to complete the online application through Teamwork Online, you may apply by emailing your resume and cover letter to [careers@alohatournaments.com](mailto:careers@alohatournaments.com). Please use the Subject: "Internship Application – [Your First and Last Name]"

In the body of the email, please provide the following information:

1. School
2. Major
3. Current GPA (indicate scale)
4. SAT and/or ACT Score (indicate scale)
5. Expected Graduation Date
6. Date of Availability to Start Internship
7. Do you reside in the Baltimore area during the summer?
8. What is your lacrosse/athletics background?
9. What prior experience, if any, do you have in sports event operations?
10. Will you be 21 years old by the start of the internship. If so, are you willing and able to drive a box truck to/from events?
11. What do you want to get out of this internship? (limit response to 6 sentences)

**PLEASE NOTE: Applications that do not clearly provide all this information will not be considered.**