

# Boys and Girls Clubs & YMCA of Greater Waterville @ the Alfond Youth Center

## Maine Pond Hockey Event Operations Intern

Are you looking for a unique internship opportunity? Do you want to be include being part of a fast growing, exciting, local event that benefits a great cause to your resume? If so, join our team and help grow the Maine Pond Hockey Classic.

Founded in 2013 the Maine Pond Hockey Classic is a new, exciting, and growing event. This internship will focus on all aspects of Event Planning for the Maine Pond Hockey Classic including, but not limited to: **site design/layout, emergency planning, tournament logistics, event setup/breakdown, volunteer management**, and more! Additionally this internship provide you with the opportunity to learn the ins and outs of organizing and running a large scale athletic event.

Our ideal candidate is **attentive, thorough and great problem solver**. Candidates should also be familiar with a variety of marketing mediums and/or ability to learn these skills quickly. Understanding and/or passion for ice hockey is desirable.

### What You Will Learn:

- How to plan, organize, and coordinate event setup & breakdown.
- How to recruit and manage volunteers.
- Coordination of large scale tournament with 60+ teams and 8+ playing surfaces.
- To deliver a safe environment for spectators, participants, and volunteers.
- The components to planning a large scale event.
- Additional opportunities in related projects.

### What We Require:

- Background or major in Sports Management, Marketing, Communication or other related discipline.
- Strong communication skills.
- Proficient in Microsoft Office.
- Organized, with an ability to prioritize time-sensitive assignments.
- Creative and Flexible.
- Interest in event planning or program development.

### Time Commitment:

- Flexible scheduling.
- Minimum 3-5 hours/week from Oct/Nov – January. (more hours could be accrued if available)
- Must be available for MPHC Tournament weekend February 8 – 10, 2019 (Fri- Sun) and days leading up to tournament.

- Minimum 3 hours/ week commitment following tournament through end of February.

**Compensation:**

- A \$500 stipend and package of Pond Hockey swag awarded upon successful completion of internship.

We value all of our interns and go the extra mile to make sure you receive a learning experience that fits your career goals. You will also learn how to work in a professional environment and have ample opportunity to network with department leaders and other professionals. Our ultimate goal is to provide you with a diverse and quality experience that will give you the chance to utilize your skills and abilities in a real world setting.