



Volunteer Program Internship For Portland Cycling Events

A fun and challenging internship in cycling event volunteerism

Internship Location: Portland, OR

Reports to: Manager of Community Partnerships

Commitment: 15-20 hours per week. 6 months, April through September, 2010

Overview

Good Sport Promotion (GSP) seeks an energetic and qualified intern to assist the Manager of Community Partnerships in all aspects of the Volunteer Program for successful and growing cycling events in the Pacific Northwest. This internship is an excellent opportunity for someone interested in volunteer program management, community relations and sporting events.

Primary Responsibilities

- Assist in the recruitment of volunteers through online recruitment tools and resources
- Write volunteer newsletters and program documents
- Track volunteers through entire process of each event
- Communicate with prospective and registered volunteers through emails and phone calls
- Prepare volunteer program materials for each event
- Assist with volunteer check-in and management at GSP events
- Prepare volunteer recognitions and fulfill volunteer benefits

Skills Desired

- Friendly, patient and energetic personality
- Ability to self direct and work alone on detail-oriented, time-sensitive tasks
- Volunteer experience
- Solid writing and communication skills
- Comfortable speaking to individuals and groups
- Ability to communicate and lead in hectic event environments
- Proficient with Microsoft Office Suite and email programs
- Must have own computer; laptop preferred

Benefits

- Learn from leaders in volunteer program and bicycle event management
- A progressive management style that allows interns to take on a great deal of responsibility
- Resume building, letters of reference and networking opportunities
- Free event registration, sponsor products and event t-shirts
- \$375-\$500 a month stipend (depending on hours)
- \$1,000 bonus for completing the season (through September 2010)



Good Sport Promotion

How to apply

Please submit the following three items by 11:59pm on Friday, March 5th, 2010

Email to Neal@GoodSportPromotion.com

1. Cover letter with answers to the following questions
 - What are your career goals and how would this internship help you achieve them?
 - What kind of experience do you have that would help you to achieve success as a volunteer program intern?
2. Resume
3. Three references

The Company

Good Sport Promotion is a fun, nimble, creative event management company specializing in cycling events. Our events include Reach the Beach, Worst Day of the Year Ride, the Portland Century and many others. A significant number of our events are fundraising events for non-profit organizations. You can find out more about our company at www.GoodSportPromotion.com