



Event Operations Internship

Organization:

The GLOW Academy (*acronym for Genesee, Livingston, Orleans, and Wyoming counties*) is a not-for-profit youth sports organization that currently services nearly 5000 student-athletes, 500 teams through 30 local town recreation programs throughout the sports of baseball, softball, basketball, football and soccer throughout the region. The mission of the GLOW Academy is to guide, enhance and provide a complete comprehensive experience for all stakeholders (student-athletes, parents, coaches, and administrators) involved in 21st century youth sports.

Job Title:

Event Operations

Dates / Hours:

May – July / 100-200 (part-time) or 300-400 (full time) Hours (depending on college requirement)

Location:

Genesee County, NY 14020 / Remote Availability

How To Apply:

Contact Person: Meg Monti / Office Manager / (585) 738-0183 / GLOWAcademyNY@gmail.com

Please Submit: Cover Letter, Resume and Unofficial College Transcript

Description:

The Events and Game Day Operations Intern will be responsible for fully executing all GLOW Academy events, individuals selected for this position must attend all GLOW Academy Event home games/tournaments as well as all GLOW Academy events and appearances. Office hours will be on an as needed basis with a primary focus on weekends

Responsibilities:

- Must help with pre-game setup and postgame teardown
- Coordinate and facilitate game day promotions
- Must adhere to rules and regulations of each promotion
- Attend meet and greets with players, coaches officials and spectators
- Office responsibilities will include planning and preparing for future promotions
- Other duties as needed

Qualifications:

- Superior customer service and communication skills
- Organization is key, as well as the ability to multitask
- Previous experience in event operations preferred, but not required
- This is a Non-Paid Internship
- Must remain professional at all times, as an Events Operations Intern you will be seen courtside as well as at appearances with players, therefore you are in the public eye just as much as the players



www.GLOWAcademyNY.com

