



Harris County – Houston Sports Authority (HCHSA)  
Volunteer Intern Position – Summer 2018

### **ABOUT HCHSA**

Over the last 21 years, HCHSA has become the sports marketing agency for the city of Houston and Harris County. With that, HCHSA is responsible for bidding on and attracting new sporting events to the Houston area, as well as overseeing the marketing and operation of those events once awarded. These events range in size, scope and sport each year; allowing us to reflect the varying interests of our community.

### **VOLUNTEER INTERN POSITION OVERVIEW**

The Harris County – Houston Sports Authority is seeking well-rounded students looking to excel in the sports industry. Our Volunteer Intern will have an opportunity to gain valuable knowledge and hands on experience in the sports and event industry during the summer semester.

The internship will consist of preparing for events that will be hosted in Houston, to include:

- June 16, 2018 - USA Rugby MNT vs Scotland MNT
- June 23, 2018 - Olympic Day
- Sept-Dec 2018 - Gateway to Gold
- February 2019 - Houston Sports Awards

The Volunteer Intern will receive hands on experience working alongside the Volunteer & Intern Manager. Areas of concentration:

- Volunteer recruitment and outreach
- Designing monthly volunteer newsletters
- Updating volunteer profile information
- Running and analyzing reports in the volunteer system
- Supporting the Volunteer & Intern Manager on-site during orientation trainings and events

### **QUALIFICATIONS**

Eligible candidates must be enrolled as a full time college/university student and receive course credit. Applicant must also be available during event dates and work long days including some weekends and evenings, lift up to 50 pounds repeatedly, work outdoors and stand for long periods of time.

Duration: June 6 - August 1, 2018 \*Will adjust based on school and course requirements

Compensation: Unpaid position; college credit only

### **CONTACT INFORMATION**

Interested students should submit their **cover letter and resume** to:

Kaelum Messer, Volunteer & Intern Manager

Harris County – Houston Sports Authority

kmesser@HoustonSports.org