



Intern Job Descriptions

The All Sports Association Interns will spend time working in various capacities and areas at all of the events listed on the following page. The internship positions are unpaid, and interns are required to work 12 hours minimum per week. For more information about All Sports, please visit our Web site at www.okcallsports.org. The following is a description of the duties and expectations of All Sports interns.

- Organize and plan for the events listed on the following page, publicize assigned sports, oversee facilities, recruit volunteers, plan awards and all other aspects of the events
- Assist in the recruitment, retention and organization of volunteers for the events listed. Other duties include writing and producing handbooks, fliers, advertisements and posters
- Assist with planning of special events and other community relations activities. Other responsibilities include helping maintain membership, writing a quarterly newsletter, creating membership brochures and e-mailing updates to members. Applicants must have excellent verbal and written communication skills
- Other duties/tasks may also include assisting in planning, directing, implementing and evaluating all operational, logistical and programming elements for All Sports events. Knowledge of Word, Excel, PageMaker, InDesign and Photoshop is a plus
- Assist with promotions, preparing press releases, maintenance and updating of the All Sports Association Web site and the creation of the All-College souvenir program
- Assist with developing and maintaining relationships with All Sports sponsors. Research corporations for sponsorship potential and assist with contract negotiation and fulfillment. Assist with development/creation of sponsor gifts and baskets. Communicate with sponsors in a professional and courteous manner
- Assist in creating/implementing marketing plans for all All Sports events as well as maintaining ticket sales records
- Assist executive director with administrative duties and special projects that pertain to the operation of the All Sports Association

You may download a copy of the Intern Application from our Web site:
www.okcallsports.org

211 NORTH ROBINSON, ONE LEADERSHIP SQUARE, SUITE 250,
OKLAHOMA CITY, OK 73102
(405) 236-5000 * Fax (405) 236-5008
www.okcallsports.org



APPLICATION FOR INTERNSHIP

Application Deadline: April 1, 2010

NAME: _____

ADDRESS: _____

CONTACT INFORMATION: DAY PHONE: _____

EVENING PHONE: _____

E-MAIL: _____

COLLEGE/UNIVERSITY: _____

MAJOR: _____ MINOR: _____

EXPECTED DATE OF GRADUATION (MONTH/YEAR): _____

INTERNSHIP POSITION APPLYING FOR: _____

WILL YOU BE DOING THIS INTERNSHIP FOR COURSE CREDIT? _____

ACTIVITIES/INTEREST: _____

SPECIAL SKILLS OR ABILITIES: _____

COMPUTER SKILLS: _____

WHAT ARE YOUR QUALIFICATIONS TO WORK AS AN INTERN AT THE ALL SPORTS

ASSOCIATION? _____

WHAT DO YOU EXPECT TO LEARN AND EXPERIENCE AT THE ALL SPORTS ASSOCIATION:

PREVIOUS WORK EXPERIENCE:

PREVIOUS VOLUNTEER EXPERIENCE:

ALL INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. IF SELECTED FOR AN INTERNSHIP AT THE ALL SPORTS ASSOCIATION, I AGREE TO ABIDE BY THE RULES AND REGULATIONS OF THE OKLAHOMA CITY ALL SPORTS ASSOCIATION AND I AGREE TO WORK THE ENTIRE TERM OF THE INTERNSHIP, INCLUDING ALL EVENTS IN THAT PARTICULAR SEMESTER.

SIGNATURE _____

DATE _____

Mail completed application to address below or e-mail to megan@okcallsports.org

PROVIDE REFERENCES UPON REQUEST.

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