



Sports Force Parks – Internships

Job Description

An intern at Sports Force Parks Sandusky will have a unique opportunity to develop professionally at an outdoor sports park of distinction. Our staff will provide each intern valuable learning experience while the college or university course requirements are met. Interns are paid students and they must be part of a college or university program or course.

PREFERRED SKILLS:

- High level of integrity
- Grade point average of 3.0 or higher
- Leadership demonstrated in school organizations, sports and/or work experiences
- Strong analytical skills
- Strong mathematical skills and experience in handling monies and payments
- Strong team work skills as well as the ability to work independently and self-motivate
- Strong time management and organizational skills
- Strong presentation skills
- Ability to handle multiple tasks and prioritize goals
- Excellent communication skills, both oral and written
- Proficient with MS Office
- Ability to attend company events of all types
- Ability to learn in fast paced environment
- Ability to learn in flexible hours, including evenings, weekends and holidays

LEARNING EXPERIENCE AND EMPHASIS

Tournament Operations

- Understand day to day tournament operating procedures from back end management, game day preparation and game day events to follow up procedures and wrap up meetings
- Create and distribute tournament packets
- Assist sports coordinators and other staff members in tournament preparation
- Be where needed to ensure tournament operations run smoothly

Park Operations

- Work along with and motivate the departmental seasonal employees such as ticket takers and greeters
- Perform routine facility walk-throughs to ensure guest experience is at the highest level
- Work at various locations when necessary including putt-putt golf, high ropes course, sky bounce and guest ticket shack throughout the tournaments
- Develop and implement programs for the great lawn and adaptive field

Retail Stores and Merchandise

- Learn inventorying of merchandise
- Maintain retail locations eye appealing and organized
- Trains to, and maintains retail standards, policies and procedures
- Opens and closes retail locations as directed by management
- Monitors store floor, assist with guests needs and requests
- Regularly evaluates, creates, and maintains professional visual displays; provides direction to retail associates regarding store merchandising and displays.
- Maintains cleanliness and safety standards throughout the retail shops

Inclusive Across all Areas

- Assist in fostering partnerships; community based, tournament partners or park sponsors
- Marketing tournaments to teams and organizations
- Support our Field Maintenance organization on site with responsibilities

INTERNSHIP SCHEDULE

Week 1

Module: Orientation

Purpose: Understand common purpose, core standards and overall facility functions.

Expectation: See basic operations of all areas and become comfortable in the environment.

Learning Objective: Gain the knowledge of how each area functions to create successful events.

Weeks 2-4

Module: Sports Coordinator

Purpose: Understand tournament operations from registration to wrap up.

Expectation: Assist sports coordinators with tournament preparation, opening ceremony, skills competitions, team check in, game day operations and have input during wrap up meetings.

Learning Objective: Gain the knowledge of tournament operations by being hands on with team check-in, opening ceremony, field/umpire scheduling, way finding, guest experience and tournament wrap up.

Weeks 5-7

Module: Guest Experience- Retail Shop, Ticket Window, Gate, Way Finding

Purpose: Understand the day to day tasks for the retail shop, ticket selling and gate admissions and attractions.

Expectation: Learn the POS system, assist guests with sales, assist guests in entering the facility and know how to navigate the park when asked.

Learning Objective: Learn how to accurately use the POS System from ticket purchases to the retail shop. Learn the back end of retail stocking and inventory. Understand the guest experience throughout every touchpoint of the facility.

Week 8

Module: Attractions- Putt-In Bay Miniature Golf, Sky Bounce, Sky Trail, Ticket Shack

Purpose: Develop knowledge of items outside of the traditional sports complex and see the effect on guests, families and revenue.

Expectation: Support the staff working each attraction. Assist in putt-in bay, sky bounce and sky trail. Talk with and encourage guests to use the attractions and keep them entertained while waiting in line.

Learning Objective: Gain the knowledge of running attractions from organization, sales, return visitors, safety and general operations.

Weeks 9 & 10

Module: Maintenance

Purpose: To see the behind the scenes work of keeping the park well maintained.

Expectation: Assist the maintenance crew in field/base changes, field maintenance and general park clean up.

Learning Objective: Understand what goes into keeping a park well maintained as well as the day to day base and field changes for tournament preparation.

Week 11

Module: Events Coordinator Shadow

Purpose: Obtain an understanding of the organization for coordinating events.

Expectation: Assist and support the event coordinator in day to day operations of office and tournament management.

Learning Objective: View the organization and detail needed for smooth event coordination and management.

Week 12

Module: General Manager Shadow

Purpose: Obtain a high level view of personnel and facility management

Expectation: Assist and support the general manager when needed in day to day facility and personnel management.

Learning Objective: Gain the knowledge of high level park operations and employee management.

EXAMPLE SCHEDULE

Sports Coordinator Module- 3 Weeks- Alternate Coordinators

	<i>Monday</i>	<i>Tuesday</i>	<i>Wed</i>	<i>Thur</i>	<i>Friday</i>	<i>Saturday/Sunday</i>
8:00 a.m.						
9:00 a.m.	Wrap Up meeting				Final Prep	Tournament Ops- all day >Assist with team check-in >Assist with field way-finding >Assist with umpire/ref check in >Assist with balls/score card delivery >Assist with field and guest experience >Assist with schedule updates
10:00 a.m.	Post tournament discussion	Begin tournament check-list			>team check in ready	
11:00 a.m.					>confirm umpires	
12:00 p.m.	Lunch	Lunch			Lunch	
1:00 p.m.					>bags/tickets ready	
2:00 p.m.	Meet with SC to identify week needs and areas of impact	Finalize tournament needs/ weekend events			>field sheets done..etc	
3:00 p.m.						
4:00 p.m.						
5:00 p.m.						
6:00 p.m.						

MORE INFORMATION

Check out our website: <https://sportsforceparkssandusky.com>

If interested contact us: interns@sportsforceparks.com