



## **Volunteer Intern Detailed Internship Duties**

### **Volunteers**

- Learn the volunteer tournament database, its functions and report capabilities.
- Manage the volunteer database, verify volunteer information is correct, organize volunteer files, etc.
- Answer volunteer's questions when they call the tournament office.
- Uniform database management, verify information is correct.
- Confirm sizes and ordering needs with Chairpersons.
- Assist in planning and organizing uniform distribution.
- Communicate with volunteers about all upcoming dates (vol. distribution, training, vol. appreciation party)
- Put together all volunteer packages.
- Manage volunteer committee chairperson and hole captain updates and communications.
- Work with committee chairpersons to create volunteer schedules
- Assist with volunteer lunch program – plan, logistics etc...
- Work with Jess on planning for the volunteer party.
- Procurement of raffle items and prizes for the volunteer party.
- Work with Jess on delivery schedule for donuts, muffins, bagels and coffee during tournament week
- Reach out to organizations to recruit volunteers (Omaha Sports Commission, Omaha Equestrian Foundation, etc.)
- Participate in or lead all volunteer director or chairpersons meetings
- Participate in or lead various planning and volunteer training meetings.
- Inventory and assembly volunteer packages
- Manage all merchandise orders and inventory.
- Process and fulfill online/phone volunteer registration or merchandise orders.
- Continuously update resource and contacts directory.
- Assist with updating volunteer handbook content.
- Prepare each committee's supply tubs.
- Update Information Manual which is used by Tournament Office and Player Registration Committee.

### **Credentials**

- Inventory and distribute all event credentials.
- Keep track of all credential types: Volunteer, staff, media, sponsors, tour etc...
- Create Credential Boards for each entry point of event and sponsor relations committee – distribute to proper chairpersons, gates, critical areas, and parking lots (needs to be done prior to moving to the course)
- Be sure to include all special access credentials
- Assist Sales Director with ticket disbursement and database

### **Tournament Week**

- Presence in the volunteer tent greeting volunteers and monitoring uniform sales
- Monitor and help all committees with operations, schedules, and driving
- Volunteer party preparation, organize set up and determine how to distribute party prizes.
- Coordinate distribution of volunteer to-go lunches with committee chairpersons or volunteers.
- Distribute donuts/muffins/bagels to proper places EARLY.
- Clean Volunteer Tent floor and tent daily.
- Assist on-site food vendors.
- Monitor concession stand sales and bank
- Help other interns, tournament staff and sponsors with miscellaneous tasks.

### **Post Event**

- Contact chairs/hole captains to send thank you notes.
- Thank you letters to those who have donated prizes for volunteer party.
- Inventory all merchandise returning to the office (put in excel sheet).
- Take pictures of merchandise to be posted on tournament website.
- Write internship summary and words of wisdom to next year's intern.

### **Application Information**

- Anticipated start date mid-May (flexible depending on availability). May is an unpaid month
- For the first month, we may have students working 20-30 hours, then increased hours after this, depending on what our work load is (there will be a lot to do)
- Paying \$9 an hour, then time and a half once hit 40 hours, starting June 1
- End date of August 27<sup>th</sup>
- Interested applicants should send resume and contact information to Jessica Brabec at [jessicabrabec@thepinnaclebankchampionship.com](mailto:jessicabrabec@thepinnaclebankchampionship.com)