



Volunteer Intern Detailed Internship Duties

Volunteer Intern Responsibilities

- Manage volunteer database (TrustEvent) and ensure information is correct, organize proper volunteer files, etc.
- Manage volunteer uniform sizing, ordering, distribution, etc.
- Create and keep up-to-date calendar of volunteer schedules (trainings, meetings, uniform distribution, appreciation party, etc.)
- Coordinate with volunteer leadership to recruit and schedule tournament volunteers (includes TrustEvent volunteers and recruiting community partners such as Children's Hospital, Omaha Sports Commission, etc.)
- Organize and put together volunteer packages, handbook, supplies, etc.
- Participate in/lead volunteer leadership meetings, volunteer committee trainings, etc.
- Work with Tournament Director and Volunteer Leadership to plan the volunteer appreciation party (logistics, raffle prizes, food/beverage, etc.)
- Create volunteer meal schedule and communicate with local businesses for donations and delivery
- Coordinate all volunteer communications
- Take pictures of volunteer uniform and merchandise for online purchases
- Work with Sales Intern to coordinate communication and delivery of volunteer tickets
- Monitor and help all committees with operations, schedules, etc.
- Setup volunteer tent and work with Ops Intern to hang signage
- Manage the opening and closing of volunteer tent daily
- Maintain a presence in the volunteer tent greeting/checking in volunteers and monitoring uniform sales and inventory

General Duties

- Assist other interns, tournament staff and volunteers as needed
- Miscellaneous duties as assigned
- Exhibit a high standard of customer service at all times

Post Event

- Contact volunteer leadership to send thank you notes.
- Coordinate with Tournament Director to collect Volunteer of the Year nominations

- Write and deliver thank you letters for all donated assets
- Inventory merchandise for office tracking after tournament
- Mail any merchandise not picked-up to respective volunteer
- 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 per week, then increased hours after this, depending on what our workload is (there will be a lot to do)
- Paying \$9 an hour, then time and a half once hit 40 hours, starting June 1
- Expect to work all weekends after the 4th of July
- End date of August 26th (date is flexible to accommodate return to school)
- Interested applicants should send resume and contact information to Jessica Brabec at jessicabrabec@thepinnaclebankchampionship.com