



## **INTERNSHIP PROGRAM INFORMATION**

**FLORIDA SPORTS FOUNDATION  
2930 KERRY FOREST PARKWAY, SUITE 101  
TALLAHASSEE, FLORIDA 32309  
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FAX. 850-922-0482  
WWW.FLASPORTS.COM**

## **FLORIDA SPORTS FOUNDATION INTERNSHIP PROGRAM**

The Florida Sports Foundation (FSF) is dedicated to the promotion of amateur and professional sports in the Sunshine State. As a leader in the sports industry, the FSF provides excellent opportunities for students studying sports administration, recreation administration, leisure services, marketing, communication, and other related studies to gain experience that will increase their value as they enter the competitive job market.

FSF internships are available year-round and provide event management and marketing experience. Projects are available involving event marketing, media relations, program management, database management, desktop publishing, etc.

The attached packet of information includes a FSF Overview, Program Summaries, Job Descriptions and Application. For more information please contact:

**Florida Sports Foundation  
Attn: Intern Applications  
2930 Kerry Forest Parkway, Suite 101  
Tallahassee, Florida 32309  
Tel. 850-488-8347  
Fax. 850-922-0482  
[www.flasports.com](http://www.flasports.com)**

## FLORIDA SPORTS FOUNDATION OVERVIEW

- The Florida Sports Foundation (FSF) is the official sports promotion and development organization for the State of Florida. Responsibilities include promoting the State's thriving professional, amateur and recreational sports industry, as well as developing and implementing sports and fitness programs for all of Florida's citizens.
- The FSF is a public-private, not-for-profit organization reporting to the Executive Office of the Governor and the Office of Tourism, Trade and Economic Development. A thirty member Board of Directors consisting of public and private sector appointees, provides oversight and guidance to Florida Sports Foundation staff.
- The mission of the FSF is to develop and promote professional, amateur and recreational sports and physical fitness opportunities that produce a thriving Florida sports industry and environment.
- Since 1992, the FSF has played an integral role in attracting premier sporting events to Florida. Through the Major Event Grant Program, the FSF has had significant involvement with events including Super Bowl, NCAA Final Four, Breeder's Cup, NHL All-Star Game and BCS National Championship.
- The FSF Regional Grant Program also helps promote sports in Florida. The program is designed to support regional sports commissions and local organizing committees as they attract events for their area. The regional sports commissions, (currently thirteen); throughout the state are also instrumental in implementing FSF statewide programs and hosting FSF events and meetings.
- Staging Florida's Sunshine State Games and Florida Senior Games State Championships is the responsibility of the FSF. Over 10,000 athletes of all ages compete annually in these Olympic-style sports festivals and participation is only expected to increase.

April / May 2010

Sunshine State Games Sport Shooting Championships  
*Central Florida*

May 14 – 16, 2010

Sunshine State Games Figure Skating Championships  
*Incredible Ice, Coral Springs, Florida*

June 11-13, 2010

Florida's Sunshine State Games  
*Alachua County Festival*

June 18-20, 2010

Florida's Sunshine State Games  
*Polk County Festival*

December 4 – 12, 2010

Florida Senior Games State Championships  
*Lee County & the City of Cape Coral, Florida*

- To help promote specific areas of interest, the FSF produces *Florida Fishing and Boating*, *Play Florida Golf Directory* and *Florida's Spring Training Guide*. These publications internationally market the many options Florida provides when it comes to sports. The promotion of *Play Florida Golf* also includes fifteen national consumer trade shows.

## **FLORIDA'S SUNSHINE STATE GAMES**

Established in 1980, Florida's Sunshine State Games are the second oldest State Games program in the country. Florida's Sunshine State Games are Olympic-style programs and events for amateur athletes of all skills and ages. Hosting 27 different sports, the Games are hosted from April - June, with the largest festival held in June. The Florida Sports Foundation is a member of the National Congress of State Games (NCSG). NCSG is a national membership organization comprised of 32 State Games across the country. The NCSG is a community-based member of the United States Olympic Committee and rights holder of the State Games of America.

The State Games of America is the premier national Olympic-style sports festival held every biennium. Medal winners from State Games earn the right to compete against other medal winners and match their skills and competitive desire in a national arena.

In order to participate in Florida's Sunshine State Games, athletes must be a Florida resident, and must meet the requirements outlined for each sport and their governing body.

## **FLORIDA SENIOR GAMES STATE CHAMPIONSHIPS**

Established in 1990, the Florida Senior Games State Championships is an Olympic-style sports festival for athletes ages 50 and over. This event is open to all senior athletes who have met the minimum qualifying standards. In order to qualify, athletes must participate in one of Florida's 17 local qualifying games throughout the state. Promoting healthy and active lifestyles, qualifying for the Florida Senior Games State Championships is designed to encourage year-round participation, competition and training.

The Florida Sports Foundation is a member of the National Senior Games Association (NSGA) located in Baton Rouge, Louisiana. The NSGA services 50 member state organizations and hosts the National Senior Games every two years. The Florida Senior Games State Championships are a qualifier for the National Senior Games every odd year.

## **INTERNSHIP POSITIONS**

Florida Sports Foundation internship positions are offered for the Fall, Spring and Summer Semesters. Terms last for 13 weeks and most require some travel. Full-time and part-time internship positions are available, as well as fieldwork opportunities in Games Host Communities.

### Note: Amateur Sports / Events Interns

Fall term applicants must be available to travel 13 days (December 1-15, 2009 or November 30 – December 14, 2010) for the Florida Senior Games State Championships in December. Spring term applicants should be available to be extended as contract labor through the end of June, in order to complete projects involving Florida's Sunshine State Games. Spring / Summer term applicants should be available to travel for 5 days in May and 13 days in June for Florida's Sunshine State Games.

### Full-time Positions

Require 35-40 hours a week. Per Diem, travel and housing reimbursements are offered for out-of-town event travel.

### Part-time Positions

Require 20-30 hours a week. Per Diem, travel and housing reimbursements are offered for out-of-town event travel.

### Fieldwork Opportunities

The Foundation offers fieldwork opportunities in communities hosting the Games. For more information, please contact the Florida Sports Foundation.

### Position Status

Amateur Sports / Event Internship: Currently accepting applications for Spring/Summer 2010 and beyond.

## **AMATEUR SPORTS EVENT INTERN JOB DESCRIPTION**

Reports Directly to  
Event Coordinator  
Director of Amateur Sports

### Requirements

1. Must be a college/university student working towards a degree in sports management, recreation, public relations or related program.
2. Background in sports programs and events helpful.
3. Have a working knowledge of common office computer software basic administrative skills.
4. Possess excellent verbal and written communication skills.
5. Have the ability to travel to Florida Sports Foundation events as necessary.
6. Good work ethic and a positive attitude.

### Responsibilities

1. Assist in all planning and implementation aspects of all Florida Sports Foundation events, including but not limited to, Florida's Sunshine State Games (Summer Games, Spring Games and special events) and the Florida Senior Games
2. Support the event staff in all projects, planning and implementation of the Sunshine State Games
3. Assist with implementation of the event marketing plan
4. Assist with event registration
5. Coordinate mailings to sports, participants, communities and etc., as needed
6. Participate in all planning sessions related to the Games, and serve as a venue or sport coordinator during the events
7. Assist in all other areas as needed

## **GRANTS & SPECIAL EVENTS INTERN**

### **Directly Reports to:**

Grants and Special Events Coordinator

### **Requirements:**

1. Must be a college/university student working towards a degree in sports management, recreation, public relations, marketing, advertising or related program.
2. Background in sports programs and events helpful.
3. Have a working knowledge of common office computer software and basic administrative skills.
4. Possess excellent verbal and written communication skills.
5. Have the ability to travel to Florida Sports Foundation events as necessary.
6. Good work ethic and a positive attitude.

### **Responsibilities:**

1. Assist with the review and awarding of Quarterly Grant Applications for Major and Regional Grant Program
2. Assist with marketing opportunities for professional sport team tags and Sports Commissions
3. Assist with the Governor's Baseball Dinner (November - February)
4. Assist with Ambassadors For Aging Day (November - March)
5. Assist with the compiling and updating of information for the Directories and Facilities Guide, a bi-annual publication (May- July odd number years)
6. Assist with additional events or projects assigned
7. Assist the event staff, as necessary, in the management and implementation of Foundation events.
8. Assist in all other areas as needed.

### **Compensation/Hours:**

Part-time: 20-30 hours per week

Compensation: This is a non-salaried/stipend internship. Per-diem and other expenses provided when traveling for Foundation events or on Foundation business, as approved by supervisor.

## **MEDIA / COMMUNICATIONS INTERN JOB DESCRIPTION**

Reports Directly to  
Nick Gandy  
Director of Communications

### Requirements

1. Must be a college/university student working towards a degree in communications, sports management, recreation, public relations or related program.
2. Background in sports programs and events helpful.
3. Have a working knowledge of common office computer software basic administrative skills.
4. Possess excellent verbal and written communication skills.
5. Have the ability to travel to Florida Sports Foundation events as necessary.
6. Good work ethic and a positive attitude.

### Responsibilities

1. Assist with implementation of the event media plan
2. Assist with overall Florida Sports Foundation media plan
3. Coordinate mailings to sports, participants, communities and etc., as needed
4. Assist in all planning and implementation aspects of all Florida Sports Foundation events, including but not limited to, Florida's Sunshine State Games (Summer Games, Spring Games and special events) and the Florida Senior Games
5. Support the event staff in all projects, planning and implementation of the Sunshine State Games
6. Assist with event registration
7. Assist in all other areas as needed



## FLORIDA SPORTS FOUNDATION INTERNSHIP APPLICATION

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City, State Zip: \_\_\_\_\_ Cell: \_\_\_\_\_

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School Name: \_\_\_\_\_

College / Department: \_\_\_\_\_ Major: \_\_\_\_\_

College / Department Head: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

How many hours of college credit will you receive for this internship? \_\_\_\_\_

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For which semester would you like your application considered?

Fall Semester  Spring /Summer Semester

For what type of position would you like your application considered?

Full-time  Part-time

For which position would you like your application considered?

Amateur Sports Intern  Grants, Special Events and Programs

Media/Communications Intern

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Please attach resume to this application and return to:

**Florida Sports Foundation  
Attn: Intern Applications  
2930 Kerry Forest Parkway, Suite 101  
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