



# **2019 Sunflower State Games Internship Program**

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## **Organization Overview**

The Sunflower State Games is a 501© (3) organization dedicated to providing a forum that initiates and encourages camaraderie between different ages, socioeconomic and cultural groups through athletic competition. The event promotes the development of healthy lifestyles and physical fitness for the participants, their families and the communities where they live.

## **Mission**

“To provide Kansas citizens with a wholesome avenue for personal development through sports and physical activity, to recognize their dedication and achievement, and to provide an opportunity to participate in an Olympic-style event.”

## **Internship Information**

The Sunflower State Games hires 4 Spring Semester/Summer interns

The length of the internship is from February 18<sup>th</sup> to July 29<sup>th</sup>.

Interns will work approximately 12-15 hours per week through May, with work load increasing to approximately 20 hours thereafter.

Interns may be eligible to earn a \$500 performance-based stipend as well as college credit.

Areas of interest in Sports Management, Event Management, Marketing and Communications

## **Interview Timeline**

Applications are always accepted. Candidates will be selected for interviews starting in December. Positions are filled on a first come, first serve basis and candidates are encouraged to apply as early as possible.

## **How to Apply**

Send a resume, including a cover letter, outlining why you want to work with the Sunflower State Games and what qualities/skills/attributes you possess. Indicate which internship position you are interested in. Internships fill fast, so don't delay. Send a PDF of your resume and cover letter via email to Cassie Criger at [admin@sunflowergames.com](mailto:admin@sunflowergames.com)

# Sports Management/Operations Intern

## **Status**

2 Positions Available

May be eligible to earn a performance-based stipend

Start February 18<sup>th</sup> working 10-15 hours a week through May, with workload increasing to approximately 20 hours thereafter

Finish July 29<sup>th</sup>

Flexible hours around class schedule

## **Qualifications/Skills**

Junior or Senior college student pursuing a major in Sport Management or Business Administration or related field. Must be highly organized, detail oriented and able to organize multiple projects. Must have strong computer skills and possess the ability to learn the online registration system developed for SSG. Strong communication skills and professionalism is a must as well as leadership skills. Must be able to work well with others in a fast-paced team environment.

## **Responsibilities** (Duties are not limited to the following descriptions)

Work closely with staff on all operational issues including registration management, facility preparation and equipment distribution. Aid in planning special events. Work with commissioners to coordinate logistics, prepare for events and assist in hosting numerous sports. Assist with data entry and sport database management needs. Recruit and schedule volunteers. Research, coordinate and implement marketing and promoting the games. Ability to work from the Sunflower State Games office in Topeka, KS and have access to a vehicle.

# Marketing/Communications Intern

## **Status**

2 Positions Available

May be eligible to earn a performance-based stipend

Start February 18<sup>th</sup> working 10-15 hours a week through May, with workload increasing to approximately 20 hours thereafter

Finish July 29th

Flexible hours around class schedule

## **Qualifications/Skills**

Junior or Senior college student pursuing a major in Marketing, Advertising, or related fields. Must be highly organized, detail-oriented and able to organize multiple projects. Must have strong computer skills and possess the ability to learn the online registration system developed for SSG. Strong communication skills and professionalism a must. Must be able to work well with others in a fast-paced team environment. Background in social media required.

## **Responsibilities** (Duties are not limited to the following descriptions)

Work closely with the Director of Operations, Sport Commissioners, SSG Ambassadors and media outlets to promote sports and recruit athletes as well as work on all media relations issues including contact management, press release writing, athlete research for feature articles, social media integration and competition result distribution. Develop marketing strategies to promote individual sports by identifying target audience. Assist with miscellaneous duties as needed and event operations. Ability to work from the Sunflower State Games office in Topeka, KS and have access to a vehicle.