

PALM BEACH COUNTY SPORTS COMMISSION

INTERN RECRUITMENT

The Palm Beach County Sports Commission has a need to fill internship positions. The Palm Beach County Sports Commission is a private, non-profit organization committed to developing tourism through sports. These Interns will be instrumental in the development, marketing and production of several major sporting events taking place in Palm Beach County. The Palm Beach County Sports Commission intern job descriptions and requirements can be found on our website at <http://palmbeachsports.com/index.cfm?fuseaction=pages.employmentandinternships&>. [Click here to go directly to the Intern Recruitment Page.](#) Please forward this email to the appropriate contacts.

Students interested in an Internship with the Palm Beach County Sports Commission should send an Internship Application in an e-mail to the Administration Services Manager, Missy Gard at mgard@palmbeachsports.com along with the following information:

- [Internship Application](#)
- Why you want to intern with the Palm Beach County Sports Commission?
- How do you perceive this internship will contribute to your education and your professional development?
- What is your availability? (period of time, days of week and hours)
- Jobs and responsibilities you have previously had.

Below I have outlined the simple conditions under which the internships operate:

- Interns are paid.
- Interns are paid under standard policy for work-related car mileage, at standard rates.
- Full time Interns work regular hours from 8:00am to 5:00pm with a one-hour lunch break
- Interns work additional hours as requested by their supervisor, which will include weekends and evenings close to or during an event.
- Dress code is business casual
- Interns are delegated to a supervisor, and designated responsibilities and tasks by project.
- Interns are responsible to ensure that the Sports Commission is aware of requirement in respect to any college credit they may be earning.

· Interns are eligible to receive a letter of recommendation upon successful completion of the internship.

Interns working at the Palm Beach County Sports Commission will gain a broad understanding of sports tourism, event operations, event development and event marketing as a whole, while working on various projects surrounding our events, membership, public relations and event marketing.

We look forward to working with you.

