



## Seasonal Intern Program \$11.25/hour

### **Purpose**

- To provide students with a work experience that will enable them to apply knowledge gained in the classroom to the daily operations of the Gold Crown Field House.
- To allow the Gold Crown Foundation to extend the fulfillment of our mission, “Educating youth and community through sports and enrichment programs”, to college students seeking to gain experience in the sports industry, thereby enabling them to obtain professional positions in the sports field.

### **Basis of the Internship**

- The Internship shall be a mutually beneficial experience for the Gold Crown Foundation and the student. The Gold Crown Foundation will seek to secure an intern with the skills and experience which best match the current project and responsibilities.
- The intern is expected to approach all assignments with a positive outlook, applying knowledge and creativity, and seeking support when necessary.

### **Structure of the Internship**

1. The intern will be assigned one supervisor, who will coordinate their schedule and project assignments throughout the duration of the internship.
2. The Supervisor will establish a schedule, during which the intern may be assigned to work on projects under the direction of other Foundation employees for extended periods of the internship. The intern is expected to maintain contact with the main Supervisor throughout these periods, and seek assistance with any problems that may arise.
3. The intern is encouraged to request experience in specific areas of Foundation operations. However, the intern will be assigned to projects and responsibilities that require attention. The Foundation will work diligently to ensure that the student leaves the internship with some experience in their area of interest.

### **Field House Intern**

The Field House generally hires 1 intern per season (Fall, Spring, Summer). This intern primarily fills the role of a Building Manager. Skills and experience gained include:

- Facility Supervision
- Event set-up and break down
- Risk Management
- Staff Supervision
- Pay Roll
- Inventory and Purchasing
- Customer Service

Hours are primarily nights and weekends.

Interns are assigned a project that may include problem solving or program development, requiring the creation and implementation of a system or procedure that will improve Field House operations.

Field House interns also gain experience in general Foundation operations through departmental rotations.

### **Intern Requirements**

Interns are required to log their activities. Hours are tracked through the use of stamped time cards. A journal of work activity should be kept, with daily or weekly entries.

### **Application:**

Complete an application form found at [www.GoldCrownFoundation.com](http://www.GoldCrownFoundation.com), and submit to:

Gold Crown Field House  
150 S. Harlan Street  
Lakewood, CO 80226  
Fax: 303-233-5005