

MASSACHUSETTS AMATEUR SPORTS FOUNDATION INTERNSHIP PROGRAM

Name of Company: Massachusetts Amateur Sports Foundation
MASF Staff: Kevin Cummings, Executive Director
Jeff Baker, Assistant Director
Address: 55 Sixth Road
Woburn, MA 01801
Telephone: (781) 932-6555 **Fax:** (781) 932-3441
E-Mail: jeff@baystategames.org for Jeff Baker
kevin@baystategames.org for Kevin Cummings
Website: www.baystategames.org

Internship Dates:

We will offer two internship opportunities for 2012. **Spring Semester-** 15 week internship that would start in January and conclude in mid April. **Summer-** 10 week Summer internships would start in late May and conclude in late July or early August. There is some flexibility with start dates to accommodate the end of the school year.

Compensation:

There will be no compensation for Spring semester interns. However Summer interns will receive a \$1000 stipend (\$100 per week) for the internship. MASF will work with an intern's academic institution to determine if internship hours can fulfill credit or graduation requirements. Interns will receive staff gear and other amenities that may become available.

Company Description:

The Massachusetts Amateur Sports Foundation (MASF) is a non-profit organization with the primary function to stage the BAY STATE SUMMER AND WINTER GAMES. The mission of MASF is to promote personal development, education, fitness, teamwork and sportsmanship through athletic competitions and scholarship programs for the people of Massachusetts. Games events are held across Massachusetts and attract over 8,000 athletes in 24 different sports annually. In addition to sports related programming, the MASF produces numerous enrichment initiatives including a Scholarship program, Sportsmanship program, a sports medicine conference and a youth fitness initiative.

Intern Qualifications

The Bay State Games provide an ideal environment for candidates who are interested in pursuing a career in sports management. We are interested in candidates who are highly motivated, resourceful, creative and willing to work the odd/long hours which are required. Some positions may require experience or an interest in a specific area including tournament operations, finance and marketing, etc. It is recommended but not required that interns be Massachusetts residents, as we do not provide housing.

BAY STATE GAMES COMMUNICATIONS INTERNSHIP JOB RESPONSIBILITIES

- Maintain social media outlets including Twitter & Facebook
- Update Bay State Games website content & photo's
- Write press releases related to Bay State Games news & events
- Maintain & update media contact list, photo library & promo data bases
- Assist with design of publications and promotional materials
- Assist with writing radio and television PSA copy
- Assist with design of newspaper ad copy
- Collect and post Bay State Games results during events
- Design & produce press kits for Winter & Summer Games events
- Assist with production of post event media summaries and clip books

KNOWLEDGE OF FOLLOWING PROGRAMS WOULD BE BENEFICIAL

- ***DreamWeaver***
- ***InDesign***
- ***Filezilla***
- ***Microsoft Office***
- ***Constant Contact***

BAY STATE GAMES OPERATIONS INTERNSHIP JOB RESPONSIBILITIES

- Operations interns will be assigned 4-6 sports that they will oversee. Duties below will pertain to all sports an intern is assigned.
- Update / communicate with coaches and sports coordinators
- Coordinate needed equipment and uniforms
- Assist coaches with securing tryout venues and dates
- Assist with creating finals competition schedules
- Work with sports directors to coordinate results collection and posting
- Meet with and coordinate venue set up and operations at host sites
- Produce and distribute confirmation materials for event participants.
- Coordinate volunteer needs, recruitment, assignment & confirmation.
- Coordinate event support services (tables, tents, chairs, trucks, water, ice, etc)
- Assist with participant promotion and recruitment
- Work with sports directors to determine competition rules & format
- Serve as finals competition/site director at assigned sites & venues
- All interns will be assigned a one or two non sport specific projects (Medical program, Sportsmanship Program, Volunteer food & drink, Medals, Awards, etc)
- All interns will be assigned a few general office duties (mailings, phone messages, email follow up, data entry, etc.)

KNOWLEDGE OF FOLLOWING PROGRAMS WOULD BE BENEFICIAL

- ***Microsoft Office***
- ***Constant Contact***

BAY STATE GAMES FINANCE INTERNSHIP JOB RESPONSIBILITIES

- Process all mail-in entry applications and payments daily.
- Process all on-line registration deposit batches daily
- During events, coordinate processing and deposits of all on-site entries
- Process and track payment of all team & individual sport finalist fees
- Coordinate and process weekly payment of invoices and bills
- Work with Games Director on tracking income budget projection progress
- Track expense budget categories to make sure staff stays on budget
- Responsible for organizing, posting and delivering cash deposits to bank
- Assist with the Bay State Games merchandise program including merchandise design & procurement, advertising and sales.
- Coordinate intern payroll and expense reimbursement
- All interns will be assigned a few general office duties (mailings, phone messages, email follow up, data entry, etc.)

KNOWLEDGE OF FOLLOWING PROGRAMS WOULD BE BENEFICIAL

- ***Quickbooks***
- ***Microsoft Office***
- ***Constant Contact***

FORMER BAY STATE GAMES INTERNS / EMPLOYEES

Name	College/University	Post-Bay State Games Employer
Gary Brown	Springfield College	Assistant Director of Athletics- Harvard University
Peter Cohenno	Bowdoin College	Media Relations Coordinator- Boston Red Sox
Michael Coyne	UMass-Amherst	Assistant Communications Director - Big East Conference
Robin Dziedzic	UMass-Dartmouth	Player Relations Coordinator - Travelers Golf Championship
Jared Hager	UMass Amherst	Assistant Director of Athletic Communications-Loyola University Maryland
Darryl Jasper	UMass-Amherst	Executive Director for Business Development-University of Rhode Island Athletics
Jeremy Langton	Bentley College	USA Track & Field- Marketing Department
Brian Nowak	UMass-Amherst	Athletics Facilities Manager - St. John's University (NYC)
Brian Oates	Holy Cross	Director of Corporate Marketing - New England Patriots
Molly O'Mara	UMass-Amherst	Assistant. Media Relations Director - University of Arizona
Kim (Kelly) Penny	Tufts University	Girls Basketball Head Coach - Reading High School
Sarah Potts	UMass Amherst	Legal Executive Assistant – Boston Red Sox
Greg Rosa	Boston College	Public Relations Manager – Manchester Monarchs
Andrew Schwartz	Cortland State	Vice President Sales and Marketing SportCare Field Management
Alex Schwerin	UMass-Amherst	General Manager - Springfield Armor (NBA D-League)
Kellie Gale	Colgate University	Associate Director of Athletics for the Varsity Club - Princeton University
Mike Tannebaum	UMass-Amherst	General Manager - New York Jets
Cora Thompson	Tufts University	Head Volleyball Coach - Tufts University
Stephanie Vieira	UMass-Amherst	Accounting Manager-Mass Mutual Center, Springfield, MA
Samantha Wood	Northeastern University	Coordinator of Digital Media & Communications-American Hockey League

**For information on the Bay State Games Internship Program contact
Jeff Baker jeff@baystategames.org**