



## **Flying Pig Marathon Internship Program**

*The Flying Pig Marathon will be hiring between 8-12 interns for the 2017 Spring Semester from January through the end of May.*

### **Positions available (see next page for detailed descriptions):**

|                             |                                      |
|-----------------------------|--------------------------------------|
| Administration/Registration | Kid's Marathon Program/Nutrition     |
| Project Management          | Operations/Signage                   |
| Corporate Sales             | Post-Race Events/Charity Coordinator |
| Volunteer Coordinator       |                                      |

### **Experience/skills needed:**

- Flexible working hours, with ability to work some weekends
- Problem solving skills
- Willingness to accept change and last minute needs or decisions
- Willingness to accept new tasks, big or small
- Team-oriented
- Strong work ethic
- Strong communication skills
- Interest in event or sports/running industry

### **Commitment:**

- Exclusive availability on Race Week (May 1-7) and Bockfest 5K Weekend (March 3-5)
- Attendance at all staff meetings on Tuesdays 10:00 am – 12:00pm from January through May
- Additional office hours to be determined based on organization's needs and individual schedules
- Extra hours required during the week of May 1 and after race weekend May 10-14
- At least six Saturday morning commitments from January-April during the internship are also required

**Compensation:** We encourage candidates to be a part of a school certified internship program (but not required). All positions will receive a monthly stipend, amount to be determined.

**Interested and qualified candidates should send a resume and cover letter to Nikki Broughton at the Cincinnati Flying Pig Marathon by November 18, 2016. Please include your first, second, and third choice of position for which you would like to be considered.**

**[nikki@flyingpigmarathon.com](mailto:nikki@flyingpigmarathon.com)**

Cincinnati Flying Pig Marathon  
Nikki Broughton: Project Manager  
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Cincinnati, OH 45203  
Phone 513.721.7447

# **FLYING PIG MARATHON INTERNSHIP JOB DESCRIPTIONS-**

*PLEASE HAVE THREE IN MIND WHEN APPLYING*

## **Administration/Registration Intern:**

### **Job Description-**

- General office duties
- Assist in updating registration database, including participant edits, and maintaining registration lists of various groups
- Assist with set up of Registration Area of P&G Health and Fitness Expo, and assist with packet pick up and registration troubleshooting
- Assist with tear down at the end of P&G Health and Fitness Expo
- Other duties as assigned

### **Job Requirements-**

- Willing and able to communicate regularly and professionally on the phone, via email, and cell phone with participants, volunteers and staff members.
- Have excellent organization skills and enjoy paying attention to details.
- Ability to work within time deadlines, while maintaining a positive attitude and always looking for an alternative resolution to any issue/problem.
- Proficient computer skills.

## **Project Management Intern:**

### **Job Description-**

- Solicit companies for participation in Virtual Race Bag, Health & Fitness Expo and other initiatives
- Communicate with vendors and provide information updates prior to our event (invoices, receipts, final instructions, etc.)
- Assist with the Flying Pig Marathon app and other initiatives
- Help with sponsorship recaps and age-group awards immediately following race weekend.
- Be available to vendors during our Expo to assist with any questions/problems during set-up and tear-down
- Other duties as assigned

### **Job Requirements-**

- Willing and able to communicate regularly and professionally on the phone, via email, and cell phone with participants, vendors, volunteers and staff members.
- Have excellent organization skills and attention to detail
- Ability to work within time deadlines, while maintaining a positive attitude and always looking for an alternative resolution to any issue/problem.
- Proficient computer skills.

## **Corporate Sales Intern:**

### **Job Description-**

- Assist Sales Managers in day to day tasks
- Research and develop sales tactics for Course Experience sponsorships, Mile Sponsorships, and Local Retail “Piggy Backers”
- Recruit and sell Mile Sponsorship packages and Piggy Backer packages
- Flying Pig Weekend- assist in all aspects, mainly at the Health and Fitness Expo
- Assist on Team Wellness Program and speaker’s bureau, helping to schedule and organize appearances
- Help with Sponsor Recaps following the race

**Job Requirements-**

- Willing and able to communicate regularly and professionally on the phone, via email, and cell phone with participants, vendors, volunteers and staff members.
- Have excellent organization and communication skills, must also be hard working, outgoing, and have proficient computer skills.
- Ability to work within time deadlines, while maintaining a positive attitude and always looking for an alternative resolution to any issue/problem.

**Volunteer Coordinator Intern:****Job Description-**

- Volunteer Coordinator intern will assist the volunteer coordinator in the planning and organization of the volunteers and their race day duties.
- They will be responsible for communicating with group leaders and confirming key logistical items.
- Coordinate on-course volunteer groups
- Other office duties
- The job will include physical labor, especially the week of the race.

**Job Requirements-**

- Volunteer coordinator interns need to be willing to accept tasks, organized, attentive to detail, willing to work independently and flexible to changing demands and deadlines.

**Kids' Marathon Program/Nutrition Intern:****Job Description-**

- Assist Kids Program Director in the planning and execution of the Kids' programs.
- Assist on creating and distributing "Hog Log" for Kids program
- Make visits to other kids' programs in the community, promoting the Flying Pig Marathon events for athletes of all abilities
- Help with execution of Kids' marathon events during race weekend.

**Job Requirements-**

- Kids program intern needs to be organized, outgoing, willing to work with kids, willing to work independently and flexible to changing demands and deadlines.
- Interest in nutrition is a plus

**Operations Intern:****Job Description-**

- Assist with building out the operations production schedule, ensuring the course is marked correctly and additional planning related to course development.
- They will be responsible for contacting and confirming key logistical items including fluid station locations and community partners along the race route.
- Schedule and lead interns in preparing race supplies
- Work alongside the operations team to execute nine races on marathon weekend consisting of 40,000 participants over 40+ miles.
- The job will include physical labor, especially the week of the race.

**Job Requirements-**

- Operations interns need to be organized, attentive to detail, willing to work independently and flexible to changing demands and deadlines.

## **Post Race Events/Charity Coordinator Intern:**

### **Job Description-**

- Assist in managing Charity Program through effective and regular communication with all charity organizations in the Partner, Associate, Volunteer and Raffle levels.
- Coordinate Piggest Raffle Ever "Pig Drop" by managing contest database, counting of numbered pigs and being on site when contest winners are determined.
- Assist in vendor/sponsor/charity coordination, site layout and event management of Post Race area prior to and inclusive of Friday night's Little Kings Mile and the entire Flying Pig weekend.

### **Job Requirements-**

- Willing and able to communicate regularly and professionally on the phone, via email and text with charity organizations, vendors, volunteers and staff members.
- Have excellent organization skills and enjoy paying attention to details.
- Ability to work within time deadlines, while maintaining a positive attitude and always looking for an alternative resolution to any issue/problem.