



Intern, Volunteer Services

reports to the Manager, Volunteer & Event Services

This internship provides a great deal of hands-on experience event planning, marketing, and customer service. It is a great opportunity for a focused undergraduate or graduate student who is interested in a career in sports operations or event planning. Over the course of the term, interns work closely with all departments and assist in a variety of projects.

Job Description & Responsibilities

Volunteer Management and Planning

- Assist with recruiting groups to participate in the Volunteer Group Bonus Program; help manage group applications and subsequent sign-ups
- Work with manager and volunteer team to produce relevant materials needed for race weekend check-in, such as signage and information packets
- Work during committee merchandise pick-up event (December 2018)
- Assist manager and committee members with ensuring that volunteer job descriptions are correct and complete; Post jobs to online volunteer registration system
- Help manage online volunteer registration system; Serve as the lead of system maintenance during race week
- Assist volunteers who need help signing up, including individuals and groups; Assist volunteers who have questions or issues
- Collaborate with manager to plan and execute annual committee events, including the Kick-Off Meeting (August 2018), Pre-Race Meeting (January 2019), and Appreciation Party (February 2019)
- Keep volunteer and committee webpages up-to-date and accurate
- Create resources and materials to help committee members achieve success as volunteer captains
- Maintain volunteer databases, including email distribution list; Maintain up-to-date records of all volunteers
- Maintain volunteer and committee email inboxes

Other Requirements

- Available to work 15-20 hours in the office per week
- Must be available to work race week (January 13-20, 2019)

About the Houston Marathon Committee

The Houston Marathon Committee hosts the city's largest single-day sporting event—an annual road race with more than 30,000 participants. The Committee is a 501(c)4 not-for-profit organization with a full-time staff of thirteen employees, and a group of more than 150 volunteer committee members who make race day possible. As a Houston Marathon intern, you'll be an integral part of this team.

Contact:

To apply, please send your resume to volunteers@houstonmarathon.com