

Outreach & Event Internship – Flyin Ryan Hawks Foundation

Background: The Flyin Ryan Hawks Foundation mission is to challenge students, athletes and adults to explore what is important to them, then take ownership by composing a set of personal Core Values to guide their attitude and life decisions. We believe that individuals who determine and follow their own Core Values will make better decisions, experience a more engaged life, and be empowered to achieve their goals with passion and determination. For more info on our programs, please visit: <http://flyinryanhawks.org/>

Summary: Help the Flyin Ryan Hawks Foundation increase our visibility, public profile and enhance our resources by supporting staff and volunteers at Foundation outreach and fund-raising events. Assist staff in setting up and staffing tables at ski area events, movie screenings, and other adventure-oriented events in Vermont and the Western US.

ROLE AND RESPONSIBILITIES:

The Outreach and Event intern will provide logistical support and represent the Foundation's programs for tabling and outreach at numerous events held year-round in various locations around Vermont and/or the Western US. Responsibilities include:

- Working with staff to ensure needed materials are prepped & shipped (if needed) or transported by private vehicle to event site in time for event set-up.
- Assist Foundation staff with event set-up for tabling, organizing materials for attractive display. Work with staff to ensure table is staffed during the entire event, and materials are secured before & after.
- Interact positively with visitors and participants, representing Foundation programs, distributing handouts/materials, answering questions, and encouraging contact list sign-ups and donations.
- Assist staff in break-down & transport of materials back to Foundation office after event.
- Alert Foundation staff about need to restock of materials when supplies run low.

EVENTS CALENDAR/LOCATIONS:

Outreach is scheduled at partner events, as well as the Foundation's own sponsored events. These are clustered during the winter months (tabling at ski competitions & ski areas in Vermont and the Western US), and in Vermont during the summer & fall (fund-raisers in July thru October, and public film showings in early winter). In general, events are scheduled weeks or months in advance & tend to happen on weekends.

QUALIFICATIONS AND REQUIREMENTS:

We are looking for one intern to support events in Vermont, and another based in western US near partner ski areas from Reno, NV region, NE Utah to northern Rockies. Travel expenses reimbursed.

- Strong communications skills, both verbal and written.
- Computer literate & has own equipment with reliable internet access.
- Access to private vehicle or other means of transportation to event sites.
- Available on the Foundation's time frame for events as scheduled, within reason.
- Personal experience in winter sports, adventures and youth programs.
- Outgoing, articulate and able to demonstrate passion about Foundation's mission and approach.

TIME COMMITMENT & SUPERVISION:

Internships will require from 12 to 25 hrs./month on average during seasonal event periods. Plan on 90-120 hrs. contact time per semester. Intern will be supervised & evaluated by Foundation staff.

To apply: Send your resume and a detailed cover letter addressing fit between your volunteer or work experience & the requirements of this position, and your availability for upcoming semester(s).

For more info, contact: Larry Lewack, Operations Manager, larryl@flyinryanhawks.org, (802)391-0759