



INTERNSHIP OPPORTUNITY – FALL 2024

Participant & Volunteer Relations Intern

Beyond Monumental is seeking a dedicated college student searching for a unique fall semester internship in participant and volunteer relations as it relates to sport, events, tourism, and not-for-profit management. We're looking for an intern to assist with the continued development and growth of the Indy Half Marathon at Fort Ben, the Monumental Health and Fitness Expo, and the CNO Financial Indianapolis Monumental Marathon. This position will help to improve the overall participant and volunteer experience before, during, and after our events. The Participant & Volunteer Relations Intern will assist with participant registration and communication, volunteer scheduling and communication, community outreach, and other responsibilities as assigned.

Responsibilities:

- ☐ Provide appropriate responses, solutions, and options to participants, prospective participants, volunteers, and other event inquiries via email and phone within an acceptable timeframe and follow up to ensure resolution;
- ☐ Help coordinate volunteer scheduling and communicate event details to confirmed individuals and groups;
- ☐ Coordinate registration needs and travel accommodations with select running clubs;
- ☐ Help coordinate hotel blocks for elite athletes, pacers, and other event representatives;
- ☐ Assist with development of FAQs and training resources for event volunteers and on-course entertainment;
- ☐ Assist with event reporting and communication, including event sponsors and Monumental Kids;
- ☐ Contribute to Apex Benefits Monumental Kids Movement running program and community outreach efforts;
- ☐ Help with preparation for Packet Pickup and provide guidance and support to volunteers on Race Weekend;
- ☐ Assist with fulfilling orders/requests and help with shipments; and
- ☐ Other duties as assigned.

Requirements:

All eligible applicants must currently be enrolled in an undergraduate or graduate program. Excellent oral and written communication skills; ability to manage several projects simultaneously; proficient in Microsoft Office; and a dedicated, energetic work ethic are required for the position. The ideal candidate is a self-starter, prepared to handle a wide range of duties on event weekend and all related preparations. Interns must be prepared to perform physical labor, able to lift 50 pounds, work outside regardless of weather conditions, and be able to provide their own transportation and computer.

Location:

The internship will take place in a hybrid setting, both in-person with the Beyond Monumental staff and remotely. "Field Work" at Beyond Monumental will take place at various locations in Indianapolis.

Time Commitment & Compensation:

BEYOND MONUMENTAL

- ☐ Candidates are expected to commit 15 to 20 hours per week starting in August through mid-December.
- ☐ On-site participation at the following events is required:
 - Apex Benefits Monumental Kids Movement 5K: September 26, 2024
 - The Indy Half Marathon at Fort Ben: October 5, 2024
 - The CNO Financial Indianapolis Monumental Marathon: November 9, 2024
- ☐ Beyond Monumental realizes that candidates may have additional school and job constraints; these conflicts will be addressed on a case-by-case basis.
- ☐ Students will have some flexibility in setting their work schedules.
- ☐ This is a paid, hourly position; students are also eligible for course credit (pre-approve with university representative and Beyond Monumental).

Application Process:

To apply, please submit cover letter, and resume via email to Careers@beyondmonumental.org.