

WORCESTER COUNTY *INTERNSHIP* OPPORTUNITIES

DEPARTMENT: DEPARTMENT OF RECREATION & PARKS

JOB TITLE: EVENT MANAGEMENT / SPORTS MARKETING INTERN

COMPENSATION: GRADE 16/STEP 1 - \$22.96 HOURLY
(PART-TIME/TEMPORARY)- MAX OF 180 ANNUAL HOURS

WORK LOCATION: WORCESTER COUNTY RECREATION CENTER, 6030 PUBLIC LANDING ROAD
SNOW HILL, MARYLAND 21863

WORK SCHEDULE: HOURS WILL VARY, AVERAGING APPROXIMATELY 10–20 HOURS PER WEEK. SCHEDULE WILL INCLUDE WEEKDAYS, EVENINGS, AND WEEKENDS BASED ON DEPARTMENTAL NEEDS, INTERNSHIP REQUIREMENTS, AND SCHOOL SCHEDULE

APPLICATION PERIOD: UNTIL FILLED

JOB SUMMARY: The Event Management & Sports Marketing Intern will assist in the administering, planning, organization, marketing, and promotion of new and existing Special Events and Sports Tournaments for Worcester County Department of Recreation & Parks. Interns will provide support services for a variety of routine and complex clerical, administrative and technical work in the administration of Sports Events, planning and logistics.

GENERAL REQUIREMENTS

- Pre-employment background check
- Safety Sensitive position subject to Drug and Alcohol Testing
- Possession of a valid driver's license, and a motor vehicle history with less than 4 points

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Assist in the development, implementation, and administration of events and tournaments in Worcester County
- Assist in actively researching and recruiting new events and tournaments to the area
- Coordinate with event contractors, partners and tournament directors
- Assist in identifying and attracting new events, building and strengthening partnerships with sport organizations and event holders, and optimizing the use of county facility and fields
- Assist with Sports Marketing website and creating social media platforms
- Assist in coordinating field schedules, facility/parks schedules during events and tournaments
- Provide hands-on, day of assistance in supervision and logistics of events and tournaments
- Maintain positive and open communication with the public, participants, and staff
- Familiarize and enforce Recreation & Parks policies and procedures and representing the department professionally
- Participate in organizational meetings as deemed necessary
- Promote the Worcester County Recreation & Parks Department to the public in a positive manner
- Establish and maintain harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism
- Complete assigned tasks accurately and by established deadlines
- Comply with safety programs, procedures, training, fire drills, COOP plans, etc. and work safely
- Ensure confidentiality of information and records and comply with record retention schedule

- Adhere to the Worcester County Government Personnel Rules & Regulations
- Perform all other duties as assigned

QUALIFICATIONS AND SKILLS

- Enrollment within a college or university with an emphasis in Event Management, Community Resources and Development, Sports Marketing, Sports Tourism, Sports Tourism Development and Management or related area of study
- Basic understanding of Sporting Events and operations is preferred
- Valid driver's license and driving record of less than 4 points (MD)
- Computer literate with a basic knowledge of Adobe programs preferred but not required
- Ability to follow verbal and written instructions; keep records and logs; complete written forms; and communicate effectively with the public and coworkers
- Ability to apply acquired knowledge to increasingly varied and complex tasks; perform duties independently and as part of a team, and complete assigned tasks by established deadlines

SAFETY ANALYSIS

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (>75% of the time)

Medium Work; Constant viewing, hearing, talking and lifting up to 10lbs; Frequent standing, carrying, pushing, pulling, walking, and lifting and moving of objects up to 25lbs; Rarely up to 50lbs. Known hazards include risks associated with heat, fumes, humidity, noise, slippery and uneven surfaces, weather and vibration.

Worcester County Government Benefits Information

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at <https://www.jobs.worcestermd.gov>.

Paid Time Off

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 11 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2025.

Medical Benefits

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

Retirement

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

Part Time Employees

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

Extras for All Employees

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

For more information, please view our Benefits Guide at <https://www.jobs.worcestermd.gov> or call Human Resources at 410-632-0090.