



## North Coast Harbor 2020 Summer Internship

Summer special events intern needed to coordinate summer programming at North Coast Harbor's Voinovich Bicentennial Park.

Event Location: Voinovich Bicentennial Park  
1001 E9th Street Pier  
Cleveland, Ohio 44114

Office Location: Downtown Cleveland Alliance  
1010 Euclid 3rd floor  
Cleveland, Ohio 44115

Event Portfolio:

- North Coast Namaste (Tuesdays June 2- Sept 29, 6pm -7pm)
- Lakefront Leagues (Wednesdays May 13- Sept 30, 6pm-9pm)
- Ship Shape Running Club (Thursdays May 21-Sept 24, 6pm-7pm)
- Kids Fish CLE for Free (July 21)
- North Coast Inaugural Bocce Tournament (June 12 & 13)
- *North Coast Harbor 15K, 10K & 5K Run (October 19) \*\**
- *Ice Fest at North Coast Harbor (January 2021)\*\**

Details visit [www.northcoastharbor.org](http://www.northcoastharbor.org)

Requirements:

- Must be 21 or older
- Must have reliable transportation
- Must have working cell phone
- Must know Microsoft Excel
- Must be familiar with social media
- Must be familiar with Eventbrite
- Must be detailed oriented and self-motivated
- Must be organized
- Must be capable of lifting/carrying up to 25 pounds

Hours: Estimate 10 hours each week; Tuesday, Wednesday & Thursday unless special event (see above dates). May 12 through July 31; *option to stay longer if schedule allows for fall events and additional compensation. \*\**

Compensation: **\$10 per hour, not to exceed 20 hours per week unless pre-approved**

Interested students should send resume & cover letter to Jessica Kerr email:  
[JKERR@DOWNTOWNCLEVELAND.COM](mailto:JKERR@DOWNTOWNCLEVELAND.COM)



## North Coast Harbor Events and Social Media Intern

Generals duties can be completed remotely, no office time required. Events below list estimated arrival and departure times. Parking decal provided for parking within the park during event hours.

### **GENERAL DUTIES**

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- Waiver data entry into Excel: North Coast Namaste, Leagues, Ship Shape, Fish CLE, Bocce Tournament
- Events site coordinator/ registration check-in
- Social Media Management (Twitter @NCoastHarbor & Instagram @NCoastHarbor): create & post daily content

### **EVENTS**

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#### **North Coast Namaste (Tuesdays 5:15PM-7:15PM) 2 HRS**

- Set up sound system
- Registration set up
- Waiver forms
- Phone or tablet (Eventbrite check in)
- Intern to enter wavier data into excel (First name, last name, dob, city, st, zip)
- Waivers must be put into excel before the next yoga class
- File waivers into alpha file box
- Take photos and post to social media

#### **Lakefront Leagues (Wednesdays 5:30PM- 9PM) 3.5 HRS**

- Check that registration tent and signage are set up according to diagram
- Turn on music (kickball at 5:30PM)
- Registration; team check in/wavier signing/ call teams when late
- Start and monitor volleyball games
- Keep track of volleyballs
- Clean up gear
- Put forms into excel spread sheet (first name, last name, dob, zip)
- Take photos and post to social media

#### **North Coast Bocce Tournament -June12 & 13 (times TBD)**

- Set up/delivery check -in
- Assist check-in as needed
- Social media and photography

#### **FISH CLE – July 21 (9AM to 3PM)**

- Day of Event Coordinator
- Set up gear tent, set up games, check-in deliveries and load-in.
- Assist as needed: gear tent, safety tent, lines & bait
- Take photos and post to social media
- POST EVENT – excel spread sheet all waivers (first name, last name, DOB, zip)