

## QUEEN'S CUP INTERN

The Queen's Cup Steeplechase is a 501©3 non-profit organization whose mission is to produce a world class racing venue all while raising funds for local charities. The intern will work closely with Glenn Springer our Executive Director and Angela Lilley, our Volunteer Coordinator. He/she will perform office duties and assist with all tasks that are necessary to ensure race day is successful.

### **Responsibilities:**

- Assist with marketing, advertising and sales
- Work closely with our benefiting charity Make A Wish Foundation®
- Be trained to utilize our database
- Carry out assignments and/or projects directed by Executive Director
- Work closely with Volunteer Coordinator to recruit, train, organize and supervise 300+ volunteers
- Have knowledge of numerous volunteer job descriptions
- Process phone and internet orders
- Answer incoming calls
- Be able to give verbal directions to race grounds
- Assist with all office mailings
- Assume the responsibilities of the Will Call system leading up to and including race day
- Must attend all volunteer training sessions (4)
- Must attend ticket packing day (Sunday)
- Must work the day before the race (April 27) in it's entirety...until all duties are completed
- Must work race day (April 28) from open to close (Approximately 5am-8pm)
- Must attend the wrap up meeting with volunteer chairpersons
- Process all race day transactions and enter them into the database
- Enter all raffle tickets purchasers information into our database
- Assist in making PSL phone calls the week after the race
- Assist in cleaning up and packing up following the race
- Make the occasional delivery of race related materials
- Modify contact information in database based on returned mailers