

THE CT CYCLING ADVANCEMENT PROGRAM SUMMER INTERNSHIP

The CCAP summer internship provides students with the opportunity to gain experience in the field of non-profit youth sports. This is a paid internship presenting a valuable opportunity for students interested in the fields of event management, non-profit business operations, and education through sports.

The Connecticut Cycling Advancement Program (CCAP) is a 501(c)3 non-profit organization with a mission to provide Connecticut's youth with access and exposure to the sport of cycling. Interns will help the CCAP further this mission in an active and participating role in the organization. The focus of CCAP events ranges from introducing middle-school and high-school students to the sport of cycling, to producing professional level cycling races and street festivals.

The CCAP seeks a dedicated and proactive college student for the summer of 2023. This position is a full-time internship beginning during the summer '23 semester with the option for the student to begin working part-time during the spring semester. The official internship will begin on Wednesday, May 10th and end Friday, August 25th. Internship hours during the summer are fluid and based on the CCAP events schedule (outlined below in 2023 SUMMER INTERNSHIP EVENTS SCHEDULE) but can be tailored to meet most college internship programs. Please note that this position is a mix of administrative work and operations tasks so we are seeking someone who is willing to do both. Graduating seniors are encouraged to apply as hours may continue through November 2023, with the potential to turn into a full-time position.

Compensation is \$15/hr. Reliable transportation is required and applicants should be prepared to travel daily to Middletown, CT, as well as surrounding towns and cities for job-related duties. Mileage will be reimbursed at the standard US Government rate if a company vehicle is not available, not including daily commuting to the CCAP office in Middletown, CT.

RESPONSIBILITIES

- Work collaboratively with CCAP Staff to organize, plan, schedule, market, and execute numerous cycling activities, race events, and charitable outreach events;
- Work hands on with event operations related duties including loading and unloading of event supplies, setting up race courses, managing event registration, and more;
- Directly inspire young people to participate in the sport of cycling through such efforts;
- Attend multiple CCAP events and assist in race day operations and execution of events management tasks.

Bettering the lives of youth and young adults in the state of Connecticut through the sport of cycling

LEARNING OBJECTIVES

- Gain real world experience in the planning process of sporting events that is applicable across multiple disciplines.
- Understand and assist in the operational achievement of the organization's mission.
- Gain experience in the management of a 501(c)3 non-profit organization.
- Learn programming development and oversight skills through planning, execution, and evaluation.
- Participate in the coordination of various events and initiatives, including operational, social media, and marketing aspects. Learning multiple skillsets applicable in many fields.

REQUIRED/ PREFERRED SKILLS

- Candidates must be social, outgoing, positive, and encouraging in a crowd environment.
- Candidates should be interested in sport management, charitable organizations, and working with young people.
- Basic cycling experience is helpful but not required.
- Must listen well and communicate well with a range of audiences, including youth participants and their families, educators and administrators, and community partners.
- General technological proficiency with Microsoft, Adobe, and other standard business software is preferred.
- Position will also require general physical labor such as lifting/moving tents, tables, chairs, etc.

TIME COMMITMENT INFO:

- Weekly time commitment ranges between 25 and 40 hours. Interns should have some flexibility in their schedule. Interns are expected to work all events listed below;
- Some events involve weekends, late nights, and/or early morning time commitments. Please see the attached schedule for specifics. *Note, the events schedule is subject to change. Please let us know of any planned vacations/unavailable times during the application process.
 - For example, weekly Tuesday Night Criterium race days are from approximately 11am-8pm; Some event arrival times are 6:00am as well.
- Work weeks will be limited to a maximum of five working days. In the case of a weekend workday, the subsequent week's schedule will be reduced to maintain this five-day limit as needed.

TO APPLY OR INQUIRE FURTHER

Email: Brian Wolfe, Executive Director, brian@ctcyclingadvancement.com

2023 SUMMER INTERNSHIP EVENTS SCHEDULE*

Event Name	Location	Date(s)	Day of the Week
TRD MTB	Hatchery Brook	May 21, 2023	Sunday
School Spring MTB Race #2	East Hampton, CT	May 25, 2023	Thursday
School Spring MTB Race #2 - Rain Date	East Hampton, CT	May 26, 2023	Friday
TNC #1	Rentschler Field	May 30, 2023	Tuesday
Breakaway Benefit Cycling Festival	Bolton, CT	June 4, 2023	Sunday
TNC #2	Rentschler Field	June 6, 2023	Tuesday
TNC #3 - Junior Night	Rentschler Field	June 20, 2023	Tuesday
TNC #4	Rentschler Field	June 27, 2023	Tuesday
Kermis	Rentschler Field	July 14, 2023	Friday
Summer Camps (Road/MTB)	South Kent School	July 19-23, 2023	Wednesday-Sunday
TNC #5 - Junior Night	Rentschler Field	August 8, 2023	Tuesday
CX Camp	TBD	Aug 19-20, 2023	Saturday-Sunday
Rocky Hill CX Training Series #1	Elm Ridge Park	August 30, 2023	Wednesday

***Schedule is subject to change – please let us know about any planned vacations & unavailable times during the application process**

EVENT OPERATIONS INTERNSHIP APPLICATION FORM

Please complete the following questions in 1-2 paragraphs per question and email to Brian Wolfe, Executive Director of the CCAP, (brian@ctcyclingadvancement.com) **with a copy of your resume.**

The deadline for this round of applications is April 17th, 2023 @11:59pm

1. Describe any experience you have working in youth sports and activities.
2. Describe the work experience you would like to gain from the CCAP Internship Program.
3. Describe your ideal work environment. Perhaps one that brings the most out of your personality and skillsets.
4. Describe any involvement in extracurricular activities, either at your school or in the community and how that involvement benefits your professional development.
5. Please list any additional skills that might help you succeed with the CCAP.