



## Internship Application

Thank you for your interest in our internship program at The Center of Anna Maria Island. The Center has been serving the residents of Anna Maria Island since 1960. We offer internships to students studying:

- Recreation & Sports Management
- Nonprofit Program Administration
- Sports Marketing & Public Relations
- Early Childhood Education
- Exercise Science/ Fitness
- Senior Programming
- Social Work

If you are interested in an internship with our program, please send us the enclosed application along with a cover letter and current resume. We also ask that you address the following questions either in your cover letter or on an attached sheet:

- Please explain why you would like to intern at The Center.
- Please clarify what you would like the main focus of your internship to be.
- Summarize your experience in areas of sports, fitness, senior, early childhood education, nonprofits, and/or marketing/PR.
- Please give us some insight into your experience and skills.

Our internship schedules will vary based on the needs/requirements of the prospective intern, as well as the schedule for The Center. We require a season long commitment.

Please review the enclosed information to decide if The Center's internship program will suit your needs. I look forward to hearing from you. Please contact our office at (941)778-1908 or email [Chris@centerami.org](mailto:Chris@centerami.org) with any questions.



### ***General Overview***

#### **Location**

The Center of Anna Maria is located on Anna Maria Island and serves as the heart of our local community here. Anna Maria Island is a little piece of paradise on the Gulf of Mexico. Whether you are a permanent or temporary resident—or even an occasional visitor, the Center offers a variety of programs for all ages from fitness programming, adult & youth sports, to senior, afterschool and camp programming for area youth.



Anna Maria Island, has always been known for its sugar-white coastline, emerald Gulf waters and quaint business districts. Today, it is now known as a vacation favorite among local, national and international travelers. From honeymooners to Hollywood film crews, youngsters to the young-at-heart, people from around the world have discovered what's awaiting you – Your Piece of Paradise, "An Island In The Sun"...Anna Maria Island, Florida.

Enjoy a sunrise overlooking Tampa Bay and a picture-perfect Florida sunset all in a day...

You need never leave the island to find fun and relaxation. Our island is only 7 miles long and no more than a few blocks wide which leaves you with sounds of waves and visions of the sunset in every location. Enjoy a day at the beach and watch the kids play in the sand. Walk along pristine beaches and dine in award-winning restaurants, Enjoy fresh grouper sandwiches on a pier and sipping martinis while enjoying live music. Go shopping in our specialty shops and boutiques all along the island. We even have a Free Trolley to take you where you want to go. The friendly environment and endless activities will keep you coming back for more. Hop aboard and experience island paradise!

Anna Maria Island is an ideal place to relax and get away from it all. This stretch of land, 7 miles long is home to the island's three cities – City of Bradenton Beach, City of Holms Beach and City of Anna Maria. All three cities provide access to spectacular beaches, accommodations and outdoor activities -- while at the same time offering an enjoyable selection of shops, restaurants, performing arts, wildlife, history and other attractions

#### **Staff**

The leadership team at The Center consists of our Executive Director, Operations Director, Administrative Director, Recreation Director, and Director of First Impressions who leads membership recruiting and



volunteer program efforts. We also have support staff in our Beyond the Classroom K-5 Afterschool program, as well as teens, front desk, and in areas of marketing, communications, and special events.

The Center is also supported by a core group of volunteers, coaches, and active Board of Directors.

This internship will give you the opportunity to learn from a variety of professionals in the sports, recreation, early childhood, and nonprofit environments.

### **Programming**

The Center operates on a membership based system with a variety of memberships available to meet the needs of our diverse populations. Day passes are available as well as discounts for our members.

We offer both fitness and specialty classes for our adult and senior members, as well as access to ongoing sports like tennis and pickle ball.

Our sports programs run year round attracting youth, as well as adults, to participate in seasonal programs like soccer, flag football, dodgeball, basketball, volleyball, and baseball.

Our youth and teen programming creates a fun and safe environment for area children and teens. We offer quality care for our youth, K-5 grade, both before and after school, as well as camp programming during winter, spring, and summer breaks. Our teen program coincides with the youth afterschool and camp options and provides personal development programming and support.

We also have programming that supports and targets the needs of our families, in the way of parenting workshops, life skills programming, and counseling services.

Finally, our center hosts special events year round to create a fun and social atmosphere, while also raising money to support our ongoing programs!

### **In the Office**

Day to day operations at the center involve a variety of activities, depending on the program schedule, as well as the season in preparing for and managing our vacationers.

During season our numbers for fitness classes and participants on both the tennis and pickle ball courts increases dramatically. Administratively there are ongoing projects such as putting proposals together, writing program literature, updating forms, following up on information requests and conducting outreach. Daily office operations are maintained to assure a smooth running program.

### **Development/Fundraising**

The Center hosts several fundraising events throughout the calendar year. Much of the year is spent soliciting sponsors, donations and making contacts as well as organizing the events themselves. Staff, interns and volunteers help out to make these events a success. Additionally, grant writing is also part of the ongoing development efforts.



**Your internship will include but is not limited to the following experiences:**

- Attending trainings addressing program disciplines.
- Planning, implementing, facilitating, and evaluating programming.
- Assisting staff with programming and administration.
- Planning, assisting, overseeing and chaperoning group and community programming.
- Driving the Center vehicles
- Maintaining and gaining experience with various technology, to include management of donor software and volunteer management software.
- Creating and complete an intern project to be determined from your interests and the needs of the Center.
- Assisting with both administrative duties, as well as facility/fields management duties as needed.
- Gaining experience with the administrative aspects of fundraising.
- Coordinating special events and fundraisers
- Executing the Center Communications Plan to include Social Media Platform management, as needed and when appropriate. Website maintenance as well.
- Complete college/university assignments as needed
- Maintain Center Staff and University Internship professional protocols and expectations.

**Interns will:**

- *Need to provide their own transportation*
- *Agree to perform their internship from mutually agreed upon dates.*

**\*\*APPLICATION ATTACHED\*\***

**Please send completed application to:**

Christopher Culhane

Executive Director

PO Box 253

Anna Maria FL 34216

Email: [chris@centerami.org](mailto:chris@centerami.org)



## INTERNSHIP APPLICATION

\*Please include current resume and cover letter

### Personal Information:

<b>Name:</b>	<b>Email:</b>
<b>Current Mailing Address:</b>	
<b>Permanent Mailing Address:</b>	
<b>Home Phone:</b>	<b>Cell Phone:</b>
<b>Emergency Contact:</b>	
<b>Phone 1:</b>	<b>Phone 2:</b>
<b>Address:</b>	

University: \_\_\_\_\_ Location: \_\_\_\_\_

Major & Emphasis: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_ Advisor's Phone # \_\_\_\_\_

Address: \_\_\_\_\_

Office Hours: \_\_\_\_\_

Desired start date of internship: \_\_\_\_\_ Hours required for completion: \_\_\_\_\_

Anticipated date of graduation: \_\_\_\_\_ How long at University?: \_\_\_\_\_

**Please explain your expectations of the internship:**

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**Why the Center?**

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**List and describe your skills (courses or professional):**

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**Other skills to support your application (personal):**

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**Please indicate below your desired areas of focus during your internship:**

Focus	Amount-Brief Explanation
<i>Ex. Instructing</i>	<i>65% - Brief Explanation...</i>
Fitness or Sports Programming Coordination & Instruction	
Evaluation & program documentation	
Fundraising/ special events coordination /grant writing	
Marketing/Communications/PR	



Facility/Operational Management & Logistics	
Administrative/HR/Volunteer Management	
Before/After School & Camp Programming ( Early Childhood & Teen focus)	

Intern's Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

## PROGRAM OVERVIEW

### **History and Mission**

The Center of Anna Maria Island (formerly the Anna Maria Island Community) was established as a 501 C3 nonprofit in 1960 on the site of the island's first two room school. It has served the community in a variety of fashions ever since, as an "educational center, family center, recreation center, youth/teen center, and senior center"! The Center was built strong t serve the needs of our community for generations, and is designated by the Red Cross as a post hurricane shelter. The Center is also a host of many events for fellow businesses and organizations on the island—as well as a host for wedding receptions! We remain the ONLY provider of human service programs on the island, improving the health and quality of life for over 4,000 people annually.

### **Our Vision:**

The Center will be a Best In Class organization providing the most comprehensive programs designed to make a positive difference in the lives of the youth, adults and families of our community while developing the values of caring, honesty, respect and responsibility based the following core values. We further wish to rebuild the confidence and trust the community has in the Center.

### **Teamwork**

Creating an environment in which all willing parties are able to contribute to and share in the benefits that accrue from the pursuit of our mission. Demonstrating that others are valued and wanted.

Our promises to the community guide our team each day:



- **Create a family friendly atmosphere that is fun, safe and social**
- **Provide experiences that are welcoming and stimulating**
- **Offer healthy lifestyle programs and activities to all ages**
- **Be a socially responsible member of the island community**

#### **Audience Served:**

The Center serves youth, adults, families and seniors for cultural, health, and social programming. Our mission is to serve as a gathering place for the community to come together and make friends.

#### **VALUES:**

We have a strong set of values that guide the behavior of all those who work, play and gather at the Center:

**INTEGRITY - being truthful, honest and well-grounded in good and tough times**

**FUN - bringing passion, energy, excitement and smiles to The Center each day**

**IMPACT – making a positive difference in the lives of our staff, members and community**

**COLLABORATION – working together with each other and our partners as a team in seamless unison**

#### **FUNDING**

As a community center, funding is generated by our programming, as well as our center memberships. As a non-profit organization, our funding comes from contributions made by individuals and businesses, local governments and foundations, and from reasonable fees charged for providing instruction to its participants. We offer scholarships and reduced fees for participants who need financial assistance

#### **13 Week Overview of Job Duties: Schedule Varies based on programming (Non traditional hours)**

- Planning & Program Development of various sports programs for both youth and adult
- PR/Communications and Social Media work
- Marketing and Promotion of programming to increase participation rates
  - To include recruiting and demos at the school for upcoming programs
- Scheduling of multiple team sports and recreational activities
- General maintenance of sports facilities and preparation of fields/ courts for sports and programs
- Set up and break down for Special Events ( Fundraising)
- Lesson planning and daily facilitation with Beyond the Classroom activities for after school program





- Lesson Planning and daily facilitation of Adventure Time Teen After School Program
- Program and Event performance evaluation, to include budget tracking & evaluation
- Assist with volunteer coordination at programs & events
- Administratively track & manage both program attendance and registration information

**\*\* Internship Stipend Available\*\***