

## Facility and Special Events Intern (2 Positions Available)

The Facility and Special Events Intern will familiarize themselves with the various Recreation facilities spaces available to distinct patron groups including, but not limited to, students, staff, community members, professional sports teams, and outside organizations. The intern will work on various special events hosted in our spaces including staff scheduling, supervision, planning, and logistics.

### Job Qualifications

#### *Required*

- Be at least 18 years of age
- Some facility management experience
- Have First Aid/CPR certifications (by first day of employment)
- Submit to criminal background check
- Experience working in recreation department and/or related field
- Possess effective interpersonal skills and a strong desire to learn
- Be willing to work variable and extended hours
- Be legally allowed to work in the United States

#### *Preferred*

- Adaptable and self-motivated
- Ability to work hours that vary widely
- Fast learner and very hands on

### Job Expectations

- Assist with logistics for Angel City Games hosted in various UCLA Recreation facility spaces.
- Learn the various workings of specific Sports Venues used for special events, Recreation programming, and UCLA athletics.
- Assist and/or lead large scale events in relation to FCA Camps, professional soccer, and outside clients.

### Pay Rate

Each intern will be paid \$350/biweekly, plus a full University Housing and Dining plan (the housing and meal package is estimated at \$3,800 and is treated as taxable income by the IRS).

### Apply and Contact:

To apply, please complete the application found at [www.recreation.ucla.edu/summerinternships](http://www.recreation.ucla.edu/summerinternships).

Please direct any questions about this position to Edgar Torres, [etorres@recreation.ucla.edu](mailto:etorres@recreation.ucla.edu) and Corbin Ross, [cross@recreation.ucla.edu](mailto:cross@recreation.ucla.edu).

