



Position: Sales Office Internship
Hiring Organization: WAVE Foundation at Newport Aquarium (AZA Member)
 Wavefoundation.org/volunteer
Location: Newport, KY
Job/Internship: Internship – Unpaid

Position Summary: Assist the Sales Department with projects that may include group sales, consignment, and shadow events. This position requires solid communication and writing skills. WAVE Foundation Sales Office Intern is a volunteer position with WAVE Foundation. There is no monetary compensation for this position.

Responsibilities:

- Assists the Newport Aquarium Sales Department and reports to the General Sales Manager
- Update database spreadsheets as needed.
- Outbound calls for consignment, specialty weekends, and groups from previous years.
- May be required to attend a few evening or weekend events as needed.
- General clerical support including scanning, copies, produce mailings, and answering phones/making calls.
- Communicate and maintain working relationships with educators, students, guests, staff, supervisors, volunteers, other departments, and colleagues in related industries.
- Communicate well in an environment which may include loud noises, large crowds and varying settings.
- Provide excellent and accurate customer service for WAVE Foundation and the Aquarium’s missions.
- Direct questions, suggestions or grievances through appropriate procedures and channels.
- Notify the appropriate person if unable to volunteer, either due to illness, vacation, resignation or leave of absence.
- Represent WAVE Foundation and the Newport Aquarium in a professional manner, including dress code, behavior and timeliness.
- Perform in accordance with all protocols, policies and operating procedures of WAVE Foundation and Newport Aquarium.
- Other duties as assigned.

Qualifications:

- College student majoring in Sales, Marketing, Business, Hospitality or Communications. Junior or Senior preferred and should have taken at least one course in sales, marketing or business.
- Strong organizational skills for a fast-paced environment.
- Attentive to detail and possess well developed verbal and written communication skills.
- Proficient in Microsoft Office.
- Knowledge of social media outlets such as Facebook, Twitter, LinkedIn, Pinterest, YouTube, and Instagram.
- Be engaging, friendly, courteous, enthusiastic and sincere.

Physical and Medical Requirements:

- No history of allergy related to animals or plants, which might interfere with ability to volunteer
- Ability to remain on feet for long periods of time (up to 4 hours), climb stairs, bend, stoop, and be able to lift 25lbs.
- Immunocompetence (possible exposure to infections and parasitic disease)

NOTE: May involve exposure to potentially dangerous and unpredictable animal species, restraint devices, toxic chemicals, and/or drugs. Occasional use of protective clothing or equipment is required e.g. goggles, mask, gloves, and gowns.

Training:

- Complete Aquarium orientation and online training.

Commitment:

- Application fee: \$25 once accepted for position.
- Must submit a reflection paper and give a presentation at the end of the internship.
- Minimum of 20-25 hours per week - negotiable Mon. – Fri. 8:30am – 5:30pm some weekends and evenings.
- Minimum of 150 hours within 15 weeks.
- Schedule will be discussed with your Mentor upon onboarding.

Have fun while inspiring our guests to discover, explore, enjoy and protect our aquatic world.

NOTE: Scheduling hours after the first day is at the discretion of the volunteer. Volunteers will be required to schedule themselves online at www.myvolunteerpage.com, A WAVE Foundation supported database.

 Volunteer Name – PRINTED

 Date

 Volunteer Signature