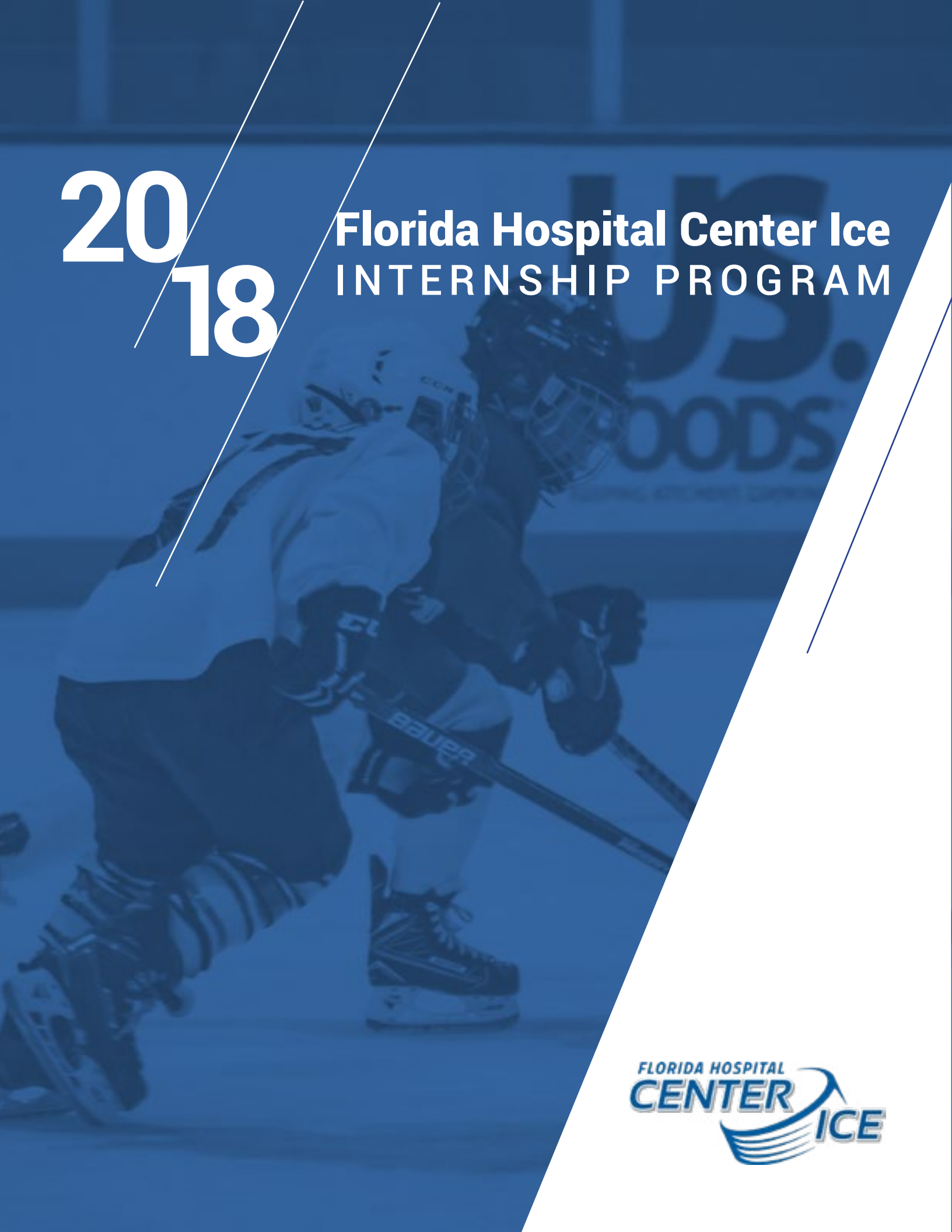


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Florida Hospital Center Ice  
INTERNSHIP PROGRAM



## ABOUT FLORIDA HOSPITAL CENTER ICE

Florida Hospital Center Ice is the largest ice facility in the Southeast!

We are a 150,500 square foot, five-rink complex that includes three North American standard NHL ice rinks, one Olympic/International standard ice rink and one mini-rink. We also have the option to convert any NHL rink into a dry floor. Florida Hospital Center Ice offers a variety of programs that suit all ages. Programs range from ice hockey and figure skating to curling and private events.

The facility also includes a wide range of amenities and services including a fitness center, indoor sprint track, full-service restaurant, concession stand, pro-shop, developmental centers, skate center (rentals & repair), conference and party rooms, and offices.

Florida Hospital Center Ice is positioned within the Cypress Creek Development of Regional Impact (DRI), which is a 400-acre mixed use development that is over 75% built-out with office, retail and residential space. Florida Hospital Center Ice is the newest, most advanced ice arena and Multi-sports complex in the State of Florida.



# ARE YOU READY TO BE APART OF SOMETHING AMAZING?

Florida Hospital Center Ice is now offering a non-paid credited internship for students who are currently enrolled full-time at a University. Our internship program is designed to increase students' knowledge of how a sports business and facility is run on a daily basis. Our internship program provides all students a hands on approach in the field they are interested in. They will be able to take what they learn inside the classroom and apply those skills to real life experiences. Florida Hospital Center Ice is offering an internship program in the following departments and areas of interest;

**Marketing**  
**Skating Operations**  
**Event Management**  
**Community Relations**  
**Sports Performance**

No matter the industry of interest, Florida Hospital Center Ice's internship program will suit all fields of study. We may be the largest ice facility in the Southeast but we are a business first.

Florida Hospital Center Ice received the 2017 Small Business Start-up Award in Pasco County along with the Wesley Chapel Chambers Largest Business Award. We are on the rise and skating towards something amazing and we want students to be a part of the experience. Florida Hospital Center Ice is not your average ice rink; therefore, this will not be your average internship.

## HOW OUR INTERNSHIP PROGRAM WORKS

All internship programs will be a credit-based internship. Students will receive college credit for all internships completed. The amount of credit will be determined between the student and university.

All internship programs will be posted through the University's Career Services along with Florida Hospital Center Ice's website. Each department will have a minimum of one intern. All interns will go through an orientation where they will be provided a Florida Hospital Center Ice handbook that will include dress code, responsibilities, liabilities, procedures, contracts and more. Each intern will need to sign a contract before starting their specific internship. The manager of the department will hold a performance review half-way through the internship to review students' performance. At the end of every internship, students will have a closing meeting with the manager of the department and the owner to go over the internship and provide a final performance review. The selected candidates will have the ability to receive an earned letter of recommendation for future employment, a chance to network, receive class credit and gain hands on experiences.

# INTERNSHIPS

## MARKETING INTERNSHIP

### Preferred Qualifications

- Candidate must be present with the current marketing trends
- Knowledge in Hockey and Figure Skating
- Must be well-organized and detail-oriented.
- Must have some experience with Adobe Creative Suite.

### Job Duties

- Assist in creation of marketing material for all Florida Hospital Center Ice programs.
- Communicate with departments to ensure programs are promoted correctly & on time.
- Take photographs of all programs and events that occur within the facility.
- Conduct research of current marketing strategies and prepare and present reports.
- Conduct a SWOT analysis to ensure goals are being met.
- Create surveys for departments to send out to participants at the end of every session or event to ensure we make each session/event better than the last.
- Assist with media production and digital advertisements.
- Assist with Digital Signage and putting together new screens to keep it fresh and up-to-date.
- Distribute brochures and posters to local running stores, hotels, community boards, restaurants, coffee shops, etc.
- Attend Florida Hospital Center Ice owned programs and events in an effort to promote our other programs to those participants.

## COMMUNITY RELATIONS INTERNSHIP

### Preferred Qualifications

- Candidate must be familiar with the Tampa Bay Area
- Must have some experience in community relations and event management
- Must be detail-oriented and have basic customer service skills

### Job Duties

- Go around the local community promoting the facility.
- Visit schools with mascot to promote programs and fundraisers.
- Attend community events promoting specific programs, fundraisers, events and more.
- Work closely with the Marketing and Events department.
- Conduct research to ensure we are attending all events around the community that relate to our facility and target audience.
- Assist the Event Coordinator with our fundraiser program.
- Build relationships and partnerships with local businesses and communities.
- Support marketing initiatives and represent the organization at events.

# INTERNSHIPS

## EVENT MANAGEMENT INTERNSHIP

### Preferred Qualifications

- Must be well-organized and detail-oriented.
- Must have some experience with event management
- Must have experience with customer service

### Job Duties

- Assist full-time staff with day-to-day operations and event planning.
- Assist Event Coordinator in setting up and breaking down events.
- Answer incoming calls and assist in answering inquiries about Florida Hospital Center Ice and our events.
- Manage projects for events and serve on the event committee.
- Conduct an Event Analysis & Report at the end of each event.
- Assist with coordinating the part-time staff, in terms of scheduling and day-of events.
- Be a point of contact during events for when the Event Coordinator is unavailable.
- Communicate all event details to departments to ensure all hands are on deck during the events.
- Create a timeline of events, if needed.
- Keep a database of all events that occur within the facility.

## SPORT PERFORMANCE INTERNSHIP

### Qualifications:

- Strong work ethic
- Highly motivated to become a strength and conditioning coach
- Pursuing a bachelor's or masters degree in exercise physiology, athletic training, physical education or related field.
- Understanding, or strong desire to understand proper lifting and movement techniques

### Preferred Qualifications:

- Previous coaching experience at the high school, university or professional level
- Certified as a CSCS, PES, or USAW

### Job Duties:

- Assist with the implementation of movement and strength sessions
- Assist with cleaning of the facility
- Implementation of active dynamic warm-ups, corrective exercises, and energy systems development.
- The intern will have the opportunity to work with several different types of athletes that range from hockey players, figure skaters or the general public.

# INTERNSHIPS

## HOCKEY & FIGURE SKATING OPERATIONS INTERNSHIP

### Preferred Qualifications:

- Knowledge of figure skating and hockey.
- Candidate must know how to skate and have knowledge of how to scorekeep hockey games.
- Candidate must be detail-oriented

### Job Duties:

- Assist with entering hockey statistics from all hockey games
- Complete Learn to Skate evaluations and certificates
- Assist with Administrative work
- Conduct a monthly inventory of equipment
- Assist with preparation of hockey and figure skating camps as well as assist during camps.
- Assist with scorekeeping selected hockey games
- Assist the Youth and Adult Hockey coordinator with daily tasks.
- Assist the Skating Program Executive Director with daily tasks.

## HOW TO BECOME PART OF THE TEAM?

*Do one of these internships sound interesting to you or catch your eye?*

If you are interested in joining the Florida Hospital Center Ice team, please fill out the form below and e-mail it to **Morgan Conlin**, [Morgan@floridahospitalcenterice.com](mailto:Morgan@floridahospitalcenterice.com), with a copy of your résumé.

If you have any further questions in regards to our Internship Program contact, Morgan Conlin.

**Phone Number:** (813) 803-7261

**Email:** [Morgan@floridahospitalcenterice.com](mailto:Morgan@floridahospitalcenterice.com)

## PLEASE FILL OUT THIS FORM

**First Name:**

**Last Name:**

**Email:**

**Date of Birth**(m/d/y):

**University:**

**Status:**(*Freshman*)

**Major:**

**Minor:**

**How many credits will you be receiving for this internship?**

**Top 2 Internships you are interested in:** (*From the above list of internship programs we offer*)

1.

2.

**What do you hope to achieve during this internship?**

**Why do you think you are the good fit for this internship?**

**Why do you want to intern with Florida Hospital Center Ice?**

**\*\*Please attach a copy of your resume and email this form and résumé to  
[Morgan@Floridahospitalcenterice.com](mailto:Morgan@Floridahospitalcenterice.com) \*\***