



## Summer Internship Program Information

Big River Running Company offers summer internships out of its St. Louis area stores. The internship is designed to provide college students with the opportunity to practice business and marketing skills in a small business setting. Big River Running Company is in its fourth year of operation and has two retail stores as well as a team sales and race timing division. Our goal is to create a running community in St. Louis through providing exceptional products and customer service in addition to hosting group activities and races. To learn more, please visit our website: [www.bigriverrunning.com](http://www.bigriverrunning.com)

**General Information:** The internship will last 8 to 12 weeks. Program start date and duration are somewhat flexible but will begin late May or early June and conclude in August. Shortly after beginning the program, with the help of our staff, each intern will develop a personal project that will be a main focus for their summer. This project will be tailored to the skills and interests of each intern. In addition, interns will participate in activities relating to marketing, sales and event management. Interns are expected to work between 30 and 40 hours a week. This will include some special events and road races put on by the company during the summer. Interns may receive academic credit if an agreement is made between Big River Running Company and the intern's college or university.

**Requirements:** A candidate must meet the following requirements

- Be currently enrolled in a college or university
- Have achieved at least sophomore status

**Preferred Skills and Experience:**

- Business, marketing, communications or related studies
- Experience with recreational or competitive running
- Excellent verbal and written communication
- Proficiency in Microsoft Office Suite and Google documents

**Stipend:** Interns will receive a stipend of \$100 for every 40 hours worked

**Application Procedures:** Candidates must complete an application form and submit it with their cover letter and resume. All application items must be submitted as a complete package. Incomplete applications will not be reviewed. Interviews will be held in the first week of March with final decisions being made by March 10

**Application Deadlines:** For the summer program, applications are due by March 1.

**Mail Applications to:**

Big River Running Co.  
Internship Program Coordinator  
14059 Manchester Rd.  
Manchester, MO 63011

Please direct inquiries or questions to [andrew@bigriverrunning.com](mailto:andrew@bigriverrunning.com)



**Internship Application**

**Personal Information**

Name: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
Street Apt. #

\_\_\_\_\_  
City State ZIP

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Education Information**

College: \_\_\_\_\_ Actual/Expected Graduation Date: \_\_\_\_/\_\_\_\_

Major(s): \_\_\_\_\_ Current GPA \_\_\_\_\_

Will you seek academic credit as a part of this internship? \_\_\_ Yes \_\_\_ No.

**References**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-Mail \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-Mail \_\_\_\_\_



**Employment History (includes paid, volunteer and intern positions):**

Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

Telephone Number \_\_\_\_\_ Position \_\_\_\_\_

Employment Start Date \_\_\_\_\_ Employment End Date \_\_\_\_\_

Description of Duties:

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Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

Telephone Number \_\_\_\_\_ Position \_\_\_\_\_

Employment Start Date \_\_\_\_\_ Employment End Date \_\_\_\_\_

Description of Duties:

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**Attachments**

Please submit the following materials as a part of your application package

- Resume: Attach a resume that lists all relevant coursework, work experience and other experiences relating to this internship
- Letter of recommendation: Provide at least one letter of recommendation. Please indicate if this letter is included or will be sent separately
- Personal statement: On a separate sheet of paper write about why you want to intern with Big River Running Co. and how this internship fits into your academic and career goals. (Please limit to one typed page)

I certify that all of the statements in this application are true and complete to the best of my knowledge and that false or incomplete answers may jeopardize my participation in this program.

Signature \_\_\_\_\_ Date \_\_\_\_\_