



## Internship Program: Fall Semester

### Overview

**1. Internships at the Yancey Chamber of Commerce: 1 position**

- Offer students the chance to gain practical experience in visitor services, event management, and community engagement.
- Encourage skill development in communication, teamwork, and problem-solving.
- Hands-on experience in a dynamic, professional setting
- Networking opportunities with business leaders and community partners.

**2. Internship Details:**

**Duration:** 12 weeks: September to December 2025

**Eligibility:** Students majoring in relevant fields

**Application Process:** Students submit applications for Fall 2025 to Kat Bauer by email [kat@yanceychamber.com](mailto:kat@yanceychamber.com) or drop off at Yancey Chamber of Commerce located at 106 W. Main St., Burnsville

Requirements	Hours	Description	Date completed	Supervisor Initials
Orientation	1	Overview of program requirements Review Volunteer handbook		
At the Chamber	95	<b>Visitor Services</b> – Assist with welcoming visitors, providing information, and enhancing tourism experiences. <b>Event Management</b> – Help organize and execute Chamber events, networking functions, and community programs. <b>Community Engagement</b> – Work alongside local businesses and organizations to support economic development initiatives.		
After Hours Events	4	Attend 2 After Hours events and document networking with at least 3 business owners at each event		
Shadow business owners or managers	8	Spend several hours learning from local business owners or managers about how a business works, responsibilities of managing a business.		
Trick or Treat on Main St. Oct. 31st	4	Assist in planning and implementing event		
Christmas Parade	4	Assist in planning and implementing the parade		
Merry Main St.	4	Assist in planning and implementing the Merry Main Street event		
EmpowerHER Connect Leadership Summit	4	Assist in preparing for the Women’s Leadership Summit. Setup event space, work with the caterer, check in guests, etc.		



**Yancey County Chamber of Commerce  
Internship Agreement  
Fall Semester**

**I agree to serve as an intern and commit to the following:**

1. To perform my internship duties to the best of my ability and respect those we serve.
2. To adhere to the Yancey County Chamber of Commerce rules and procedures.
3. To meet time and duty commitments or to provide adequate notices so alternative arrangements can be made.
4. To maintain open communication with my supervisor or volunteer coordinator regarding any issues or concerns.

**Intern Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

***If under 18 years old, parent/guardian signature is also required.***

\_\_\_\_\_ **Date** \_\_\_\_\_