

SPORTS ADMINISTRATION INTERNSHIP

Overview

Sports Administration Internship position will be performing under the supervision of the Sports Director. This internship experience will give the intern direct and hands-on experience in sports coordination and management for sporting events and programming. The intern will be given the opportunity to assist with planning and operating multiple sporting events, leagues, and programs throughout the internship experience.

Education & Experience:

- Current student or recent in pursuit of a degree related to, but not limited to: Sports Management, Event Management, & Marketing
- Interest in Sporting Events, Sports Tourism, Tournament Operations, Community Engagement, Event Planning
- Working Knowledge of Microsoft Word, Excel, Canva

Essential Duties & Responsibilities:

Responsibilities include, but are not limited to:

- Managing and marketing sports leagues
- Assist Sports Director with planning and executing assigned tournaments and leagues
- Assist with the preparation of an event, which includes meeting with clients, responding to emails, building out Event Operation Sheets, and working with other departments to secure information
- Discuss event details with the Sports Director and Coordinator

Skills & Abilities:

- Demonstrate strong communication and intrapersonal skills
- Detail-oriented observation and task execution
- Problem solving and adaptability
- Knowledge of sports rules and regulations
- Marketing and promotion
- Leadership potential

Physical Requirements:

- Standing and/or walking for long periods of time
- Carrying and lifting heavy objects up to 75lbs
- Physically setting up and tearing down tournaments and events
- Laying 6'x3' carpet squares
- Pushing heavy table and chair carts around the facility

Schedule Overview

Interns must be able and willing to work a variety of mornings, evenings, weekdays, and weekends. This position will require a large amount of night time availability. Throughout the week interns will be working alongside the Sports Director and Sports Coordinator. The weekends will be spent executing the management and operations of tournaments and events. Schedule can be adjusted based on school schedule and credit hours needed.

- 25+ hours during the week Monday-Friday
- 12+ hours during the weekend of a tournament