

Organization: Duluth Area Family YMCA

Internship: **Sports & Rec Administrative Intern**

Reports To: Associate Executive Director/Sports & Rec Coordinator

Hours Required: Flexible but will include some evenings and weekends



The Y: We're for youth development, healthy living and social responsibility.

Position Summary:

Supports healthy living through developing, organizing and implementing high quality sports programs.

Essential Functions:

1. League Development: assist league coordinator with league marketing and recruiting teams; developing and distributing game schedules; organizing and conducting meetings and orientations; developing and distributing sports rules, guidelines and handbooks; organizing end of season celebrations.
2. Assist in transporting and setting up equipment for games and practices along with field lining.
3. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.

Qualifications:

1. Junior or Senior level student studying in a related field.
2. Must have prior sports experience (i.e. playing, coaching, interest, etc.).
3. Must be available some weekday evenings to help with leagues on site.
3. Motivated, with an ability to be self-directed as well as work collaboratively.
4. Strong skills in the ability to interact and work with people in a positive manner; excellent written and verbal communication skills required.

Compensation:

Interns do receive a YMCA membership during their internship. They also will receive a great experience working in the non-profit sector with one of the largest non-profit organizations in the nation. Although this internship is unpaid, we will work with you and your school to assist you in receiving college credit. It is the responsibility of the student to determine if academic credit is available through his/her degree program.

Application Process:

- o YMCA Internship Application (found at www.duluthymca.org)
- o Cover Letter
- o Resume
- o Two letters of recommendation

Contact Information:

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