

INTERNSHIP OPENING

RECREATION DIVISION

ATHLETICS SPRING INTERNSHIP

POSITION: FEB – MAY 2020 / PAY RATE: \$9.50 PER HOUR

RESPONSIBILITIES

- Serve as the League Coordinator, responsible for being the main contact and direct representative of the Youth Soccer Program.
- Oversee registration, coach team selection, and pre-season meetings.
- Develop goals and objectives for their experience that will be evaluated.
- Assist in the inventory and distribution of supplies and equipment.
- Assist in the recruiting and hiring of staff along with the scheduling, supervising, and evaluation of part time staff.
- Assist the coaches in the setup/tear-down of practices and games.
- Prepare records and reports including payroll, league/event schedules, evaluations, and marketing materials.
- Assist as needed in the management of Lakeview Recreation Center and Mossville Soccer Complex.
- Performing all other duties as assigned.

SUCCESSFUL CANDIDATES WILL HAVE

- High school diploma required; some college experience highly preferred.
- Knowledge of computers including Microsoft Office and experience in event planning.
- Ability to work independently and maintain a flexible schedule.
- Display a good understanding of the philosophy of recreation sports programs.
- Some knowledge of sports skills and methods required.
- Ability to work cooperatively with private organizations and special interest groups.
- A valid driver's license.

OTHER

- Evenings and weekends will be required.
- We do not provide housing or living expenses for this internship.

