

INTERNSHIP OPENING

RECREATION DIVISION

ATHLETICS SUMMER INTERNSHIP

POSITION: MAY – JULY 2020 / PAY RATE: \$10.00 PER HOUR

RESPONSIBILITIES

- Serve as the League Coordinator, responsible for being the main contact and direct representative of the Tea Ball / Coach Pitch Program.
- Oversee registration, coach team selection, and pre-season meetings.
- 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.
- Additional duties and experience can be gained from assisting in the planning, setup, tear-down and administration of events such as: Lakeview Recreation Center operations, Majors/Minors Baseball League, Adult Softball Leagues, Youth and Adult Tennis Program.
- 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.

