



## Gold Crown Foundation Job Description

### Fall Sports Programs Internship

(September 3<sup>rd</sup> – December 16<sup>th</sup>)

#### **General Description:**

Assist in administration and operations of youth athletic programs. This position is unpaid with opportunities for it to become paid.

#### **Essential Duties/Responsibilities:**

- Heavy interaction with coaches, team coordinators and gym supervisors for different basketball, volleyball and golf programs.
- Collect, manage and track registrations for different programs including team rosters, team payments and team waiver/insurance forms.
- Help keep a financial register for accounts receivable and expenses for different programs.
- Help build schedules and tournament brackets for different programs.
- Supervise gyms for special events such as tournaments, playoffs, seminars, etc.
- Assist with conducting coaching seminars and program organizational meetings.

#### **Nature of Work Contacts:**

- Report to Assistant Director of Sports Programs. Deal extensively with local and regional high school and middle school coaches.

#### **Minimum Requirements:**

- Strong computer skills; proficiency with MS Word, Excel, PowerPoint and Outlook.
- Ability to resolve problems and conflicts; strong customer service skills.
- Good phone skills to handle heavy phone workload.
- Ability to work weekends and long hours during peak league times.
- Experience in organizing and coordinating events including scheduling, registration and supervision.
- Sports coaching or playing background preferable.
- WordPress experience a plus.
- Reliable transportation.

*If you are interested, please submit a resume to Ross Stebbins (Sports Assistant Director, Gold Crown Foundation) at [rstebbins@goldcrownfoundation.com](mailto:rstebbins@goldcrownfoundation.com) before August 31<sup>st</sup>.*