



Gold Crown Foundation Job Description

Spring Sports Programs Internship

(January 6th – April 30th)

General Description:

Gold Crown Foundation is a non-profit youth sports organization based in Lakewood, Colorado. For over 30 years, Gold Crown has provided basketball, volleyball and golf opportunities for youth in Colorado. This unpaid internship position will be assisting the Sports Programs department in the administration and operations of their youth athletic programs.

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, individual payments and team waiver/insurance forms.
- Collaborate with Assistant Director in creating and maintaining weekly basketball newsletter.
- Help build schedules and tournament brackets for different programs.
- Supervise gym(s) during regular season basketball games, 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:

- Competency in Microsoft Office; Word, Excel, PowerPoint and Outlook.
- Ability to resolve problems and conflicts; strong customer service skills.
- Strong communication skills; Verbal, nonverbal and written
- 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're interested in applying, please submit your cover letter and resume to Ross Stebbins (Sports Assistant Director, Gold Crown Foundation) at rstebbins@goldcrownfoundation.com.