



Gold Crown Foundation

Spring Sports Programs Internship

(January 4th – April 30th)

General Description:

Gold Crown Foundation is a nonprofit youth sports and enrichment 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 oversee the administration and operation of our youth athletic programs.

Essential Duties/Responsibilities:

- Collect, manage and track registrations for basketball and volleyball programs including team rosters, payments and waivers
- Supervise gym(s) during regular season games, tournaments, playoffs, clinics, etc.
- Collaborate with Assistant Director in creating and maintaining weekly basketball newsletter
- Perform tasks related to assisting Golf Director with running golf tournaments at various Denver Metro area golf courses
- Support the Sports Programs department in planning for summer programs
- Communicate with athletes, coaches and parents
- Additional duties and responsibilities as assigned

Minimum Requirements:

- Strong computer skills; proficiency with MS Word, Excel, PowerPoint and Outlook
- Ability to resolve problems and conflicts, strong customer service skills
- Good communication skills to handle daily email and phone workload
- Ability to work weekends and long hours during peak seasonal 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 before December 31st.