



Gold Crown Foundation Job Description

Fall Sports Programs Internship

(September 6 – December 17, 2021)

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, individual player payments and waivers
- Assist in planning and coordinating seasonal basketball and volleyball camps
- Supervise basketball and volleyball leagues at the Gold Crown Field House and various off-sites
- Assist Gold Crown staff with conducting coaching seminars and meetings
- Support the Programs department in planning for spring programs
- Communicate with athletes, coaches and parents
- Maintain an accurate and balanced scholarship ledger
- Additional duties and responsibilities as assigned

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 cover letter and resume to Ross Stebbins (Sports Programs Assistant Director, Gold Crown Foundation) at rstebbins@goldcrownfoundation.com by September 3rd.