

Wisconsin Sports Services

2701 International Lane Suite 102, Madison, WI 53704

Announces an opening for the following position:

Program Coordinator Intern

Seasonal Employee (February-August)

The Wisconsin Sports Services, Inc. (WSS) was organized in 2013 under the 501(c) (3) nonprofit status of the Minnesota Youth Athletic Services. The WSS is dedicated to improving the delivery of youth sports services to young athletes, coaches and parents.

SALARY

\$8 per hour. (Will also coordinate with college to cover internship/college credits)

NATURE OF WORK

Organize, administer, and supervise youth sports programs and related events on an annual basis. The programs include but are not limited to leagues, tournaments, special events and other athletic competitions. The primary focus of this position would be in the sports of baseball and basketball.

ESSENTIAL DUTIES

- Plan, promote and implement youth sporting events.
- Recruit teams to participate.
- Recruit and train volunteer groups to host events.
- Create printed and online publications, manuals, handbooks and articles for leagues, clinics, camps and tournaments.
- Direct, assist and manage event volunteers, coaches, association presidents and directors.
- Develop and administer budget and marketing plans for all assigned programs.
- Serve as liaison and on-call contact for paid tournament staffs, coordinating and supervising every facet of quality invitationals, national qualifying events, super-regionals, state tournaments and national events.
- Produce and present the marketing strategies for prospective communities/associations and/or at league coaches' meetings, scheduling and seeding sessions, workshops and coaches' training clinics.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

- General sports knowledge with a higher level of understanding within the sports of baseball and basketball
- Scheduling and implementation of tournaments, leagues and educational services
- Ability to work evenings and weekends as needed
- Ability to effectively coordinate large-scale and small-scale events
- Ability to establish and maintain effective working relationships with others, as well as work independently
- Ability to express oneself clearly and concisely, both orally and in writing
- Ability to communicate and respond effectively with the public in both small and large group settings

- Ability to use a computer for correspondence, reports, registration, scheduling and as a tool for promotion
- Ability to use Social Media as a means to communicate and promote programs
- Detailed knowledge of Microsoft Office

DESIRABLE TRAINING AND EXPERIENCE

Pursuing a Degree in Sports Administration or related program.

If interested please contact:

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