**Sports Management– Job Description**

**SpartaDome**

**Winter 2019/20**

This job description outlines the objective, primary responsibilities and/or requirements and qualifications of the Sports Management Intern.

**Objective:** The Sports Management Intern will be responsible for assisting in the development and implementation of said program, league and event creation/implementation. This will be accomplished through developing, maintaining and expanding current management strategies.

**Reports to:** Director of Sports

**Duration:** 12 week unpaid internship with 24 hour minimum weekly commitment.

**Primary Responsibilities *(including, but not limited to):***

* Work closely with Sports Directors to develop and grow existing programs.
* Marketing of summer events
* Logistical set up of rental and event schedule for Winter 19/20
* Assistance in managing and establishing summer day camps
* Organizing public school related programs
* Setting up league play for 2019/20 indoor winter leagues
* Setting up tournament play for baseball/softball 2019/20 indoor winter leagues

Qualifications:

* Must be pursuing a degree in sports management, communications, or other applicable field
* Must have excellent organizational skills, attention to detail, and the ability to prioritize in a changing environment
* Must have excellent interpersonal skills and follow-up skills
* Proactive problem prevention an issue resolution leadership ability
* Leadership potential
* Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook is required
* Willingness to learn other software programs
* Strong verbal and written communication skills required
* Ability to work independently and as part of a team

I understand that this is a general, not fully inclusive list of those duties I might be asked to be engaged in. I agree that I will check with Senior Helpers management if I am unsure about my responsibilities.

I have thoroughly read and understand the duties of this position description.

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Employee Signature Date

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SpartaDome Date