



Job Description – Sport Clubs Internship

JOB SUMMARY

The Sport Clubs Intern plays an important role in the organization and management efforts for the Sport Clubs program. Students will assist the Sport Clubs staff with the office operations & promotion of sport clubs as well as sport club tournaments and special events. The Sport Clubs Intern will report to the Assistant Director for Sport Clubs.

PERFORMANCE EXPECTATIONS

- Be professional and courteous at all times
- Proficient with computers (Microsoft Office), greeting customers, and working in a fast-paced environment
- Capable of maintaining positive working relationships with staff, sport club members/officers and customers
- Possess a friendly attitude and demeanor
- Be available for some weekend and/or evening events

SPECIFIC DUTIES & RESPONSIBILITIES

- Assist with Sport Clubs paperwork tracking to include waivers, purchasing and travel.
- Assist with developing and enhancing Sport Clubs website content.
- Utilize the Sport Clubs social media platforms to promote programs and events.
- Assist with management of special events, games, tournaments as needed.
- Assist with the facilitation of customer satisfaction surveys.
- Assist with special events hosted by Campus Recreation and/or collaborations with university departments and Sport Clubs.

PAY SCALE & HOURS

Unpaid Internship: 200+ - hour internship program