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FOR SOCIAL RESPONSIBILITY**

YMCA JOB DESCRIPTION

Job Title: **Sports Intern**
FLSA Status: Non-exempt
Status: Part time (10-20 hours/week)
Reports to: Sports Director

Department: Sports
Revision Date: 3/1/19

ELIGIBILITY & AREA OF FOCUS:

For students majoring in Sports Management, Recreation, Exercise Science, Physical Education, Business, education, a related field, or has experience with sports. This internship program is designed to establish a fundamental foundation and basic knowledge of rec management organizations. Students will receive a basic understanding of the programs and services provided by the Hastings YMCA. Must be able to work nights and weekends on occasion.

POSITION SUMMARY:

Intern will work closely with the Sports Director and the general operation of the Hastings YMCA sports department, including, but not limited to, the management of the Hastings College Intramural sports program. Individuals in this position will gain an extensive level of experience and understanding as to how a successful community based sports program operates. This position will require extensive amounts of independent working to complete goals set forth. The YMCA is willing and able to work with your schedule.

ESSENTIAL FUNCTIONS:

1. Develop written and website-based promotional materials for the Hastings Family YMCA sports program and the Hastings College Intramural sports program.
2. Assist with the promoting, scheduling, and operation of various youth, student and adult sports programs and events.
3. Assist with the recruitment, training and management of all sports staff, including officials and support staff.
4. Assist with the supervision of youth, adult, and student sports.
5. Assist in the setting up of fields and courts for, but not limited to, youth, adult, and student leagues, tournaments, and special events.
6. Research and develop new programs for the department.
7. Develop and lead special events.
8. Directly involved with Hastings College Intramurals
9. Perform other duties as assigned.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets.

Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Self-motivated individual with strong written, verbal, and organizational skills
2. Experience in Microsoft Office
3. Ability to work independently and with others
4. Self-starter; able to work well without constant direction
5. Able to be creative and have the capability to think outside the box
6. Strong research and internet skills
7. Have strong communication skills
8. Strong leadership skills

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____