



2 Dover Rd, Durham, NH 03284
603-868-5150

Job Description – Sports Management Intern

Title:	Sports Management Intern
Employer:	Oyster River Youth Association
Salary:	Unpaid
Reports to:	Communications and Internship Coordinator
Commitment:	Flexible with min of 20 hours per week
Working Hours:	Flexible – May be required to help with games/events on weekends

JOB SUMMARY

The Sports Management Internship consists of both the operations and communications aspects of Sports Management. Interns assist ORYA staff with the planning and execution of ORYA programs and events; with field and event site set-up, equipment management, and customer service; and with general office and administrative support. Interns will receive hands-on experience in a variety of aspects of sports management.

DUTIES/RESPONSIBILITIES

- Perform general account maintenance in online registration software program.
- Assist with Accounts Receivable duties such as tracking payments, invoices, budgetary constraints, etc.
- Create/maintain team and division info in online scheduling and sports management software program.
- Assist with sports Registrar duties.
- Manage inventory and storage of equipment, supplies, and uniforms.
- Planning and execution of field and event scheduling.
- Organize maintenance and site set-up of fields, courts, and all other program locations.
- Assist with management of coach/volunteer certification processes and database management.
- Retrieve supplies or equipment from storage and prepare for pickup or delivery as needed.
- Assist in the creation/maintenance of communications.
- Maintain confidentiality of participant information according to ORYA privacy policy.
- Other duties as assigned.

QUALIFICATIONS:

- Completed or working toward a college degree, preferably in a related field (e.g., Recreation/Sports Management)
- An effective and professional communicator, both written and oral
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Must be computer literate (working knowledge of Microsoft Office, Windows, and Outlook)
- Understanding of and passion for Youth Sports and Recreation
- Enthusiasm for ORYA's mission and the families we serve