



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

## **Job Description – Summer Intern**

Title:	Summer 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 programs/events on weekends

### **JOB SUMMARY**

The Summer Internship consists of both the operations and communications aspects of Sports Management, program creation and implementation, and internal program preparation. Interns assist ORYA staff with the planning and execution of ORYA Summer programs and events; with field and event site set-up, equipment management, and customer service; and with general office and administrative support. This Internship will involve both the implementation of Summer Programs and Fall Sport preparation. Interns will receive hands-on experience in a variety of aspects of sports management, program design and implementation, and professional communications.

### **DUTIES/RESPONSIBILITIES**

- Perform general account maintenance in online registration software program.
- Assist with Accounts Receivable duties such as tracking payments, invoices, budgetary constraints, etc.
- Help to ensure our Summer Programs run smoothly.
- Assist in preparation for Fall Sports Registration and programing.
- 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