

Job Description

Position Title:	Sports Management Intern
Department:	Sports and Recreation
Location:	Courage Center, Golden Valley
Objective:	To provide assistance and support to programs, events, and/or other initiatives within the Sports and Recreation Department at Courage Center.
Supervised by:	Program Coordinator
Term of Appointment:	March 2012 to September 2012
Time Commitment:	20 hours or more each week Including office hours, competitions, events, practices, etc. (some travel may be required)
Compensation:	Non-paid. College credit earning internship, pending approval.

Specific Responsibilities:

1. Assist with the planning and implementation process for Courage Center Sports and Recreation events, including the 2012 National Wheelchair Softball Association Junior Division National Tournament, 2012 Presidents Cup National Tournament, 2012 Courage Country Championships and the opening ceremony of Courage Center's new wheelchair softball field.
2. Help manage the registration process for programs and events.
3. Give support in developing corporate partnerships and to ensure sponsorship fulfillment.
4. Provide aid to the inventory process, maintenance and storage of equipment.
5. Coordinate program specific correspondence with staff, coaches, volunteers, and clients.
6. Help with developing content and scheduling for the 2012-2013 Fall/Winter Courage Center Class Catalog.
7. Assist the Sports and Recreation Department with other general initiatives/programs/events.

Required Qualifications:

1. Bachelor's degree or currently completing a degree in sports management, sports administration, recreation or another relevant field of study.
2. Willing to work on weekends and holidays as needed.
3. Willing to travel when required.

Preferred Qualification:

1. Organization skills
2. Communication skills
3. Self-sufficient
4. Team player
5. Event management experience
6. Experience supervising volunteers
7. Experience obtaining sponsorships and/or fundraising
8. Experience working with youth.

Please submit a resume and cover letter to Jr. Mamea at jr.mamea@couragecenter.org or Attn: Jr. Mamea, Courage Center, 3915 Golden Valley Road, Minneapolis, MN 55422.