

Winona Family YMCA - Internship Description

Internship: Sports Coordinator
Reports To: Sports & Recreation Director
Hours Required: Flexible
Revision Date: 8/23/24



Position Summary:

Assisting the Sports and Recreation Director with project management, marketing, operations, staff development, and implementing quality sports programming. This internship is geared toward a student looking to gain experience in sports or recreation management and operations.

Essential Functions:

1. Assists the Sports and Recreation Director in creating and implementing sports programming.
2. Serves as a "site supervisor" during sports programs and games.
3. Supports the operational growth of sports programs through program expansion and development based on community needs.
4. Connects with community organizations to create new partnerships.
5. Assists in the creation of marketing materials.
6. Observes the recruitment, hiring, training, supervision and development of staff.
7. Provides administrative support.
8. Adheres to job safety practices and risk management protocols per the Volunteer Handbook and Emergency Response Plan, including child abuse prevention standards and mandated abuse reporting requirements, to create and maintain a safe and secure environment for all.
9. Performs other related duties as assigned.

Required Qualifications:

1. Must be able to pass a background check.
2. Must be 18 years or older.
3. Pursuing a Bachelor's degree in a related field or equivalent combination of education and experience.
4. Must be able to obtain or become certified in First Aid/CPR (we will provide the certification if you are not currently certified).
5. Excellent written and verbal communication skills required.
6. Strong skills in the ability to interact, work with and motivate people in a positive manner.
7. Management skills to analyze programs, policies and operational needs.

Desired Qualifications:

1. Previous experience in sports or recreation field.

Compensation & Benefits

1. YMCA membership including 24/7 access during the internship.
2. Receive a great experience working in the non-profit sector with one of the nation's

largest non-profit organizations.

3. Although this internship is unpaid, we will work with you and your school to assist you in receiving college credit. It is the responsibility of the student to determine if academic credit is available through their degree program.

Contact Information:

Skylar DeGroot
Sports & Recreation Director
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Application Process:

- YMCA Internship Application (found at www.winonaymca.org/volunteer)
- Cover letter
- Resume