



Job Description – Sports Management Intern

Title:	Sports Mangement Intern
Employer:	Elite Tournaments
Salary:	Unpaid (Stipends may be available)
Application Deadline	Ongoing
Reports to:	Director of Programs and Events
Commitment:	Flexible with min of 10 hrs/week
Working Hours:	Flexible
Office Location:	Mt. Airy, MD 21771

JOB SUMMARY

The Sports Management Intern will assist the Director of Programs with the planning and execution of all Elite Tournaments and Elite Promotion events. Sports Management Interns will assist in field and event site set-up, equipment management, and event operation support. Sports Management Interns will receive hands on experience in all aspects of event management.

SPECIFIC DUTIES

Operations

- Provide inventory control and distribution management for event equipment and supplies
- Field and Site set-up
- Assist Director of Programs with staff organization and scheduling
- Research teams, events, and sports organizations
- Maintain team contact database

Communications:

- Proactively contact and respond to teams, team's managers and coaches about their responsibilities after registering for tournaments. This communication entails email emails and phone calls.

Other Duties

- Assist Marketing Manager as needed
- Other duties as assigned

Necessary qualifications:

- Must be at least 18 years of age and enrolled in your sophomore, junior or senior year at an accredited college or university.
- Knowledge about youth sports and particularly the soccer community in the United States
- Superior oral and written communications skills
- Effective organizational skills for managing multiple tasks
- Ability to lift 50 pounds
- Knowledge about Microsoft Office Suite

Stipend

Marketing Interns will have the option of working onsite during Tournaments and Events. These events typically occur during weekends and/or non-business hours. Marketing Interns working during these events will be paid a stipend.