Job Description – Sports Management Intern

<table>
<thead>
<tr>
<th>Title:</th>
<th>Sports Management Intern</th>
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<tbody>
<tr>
<td>Employer:</td>
<td>Elite Tournaments</td>
</tr>
<tr>
<td>Salary:</td>
<td>Unpaid (Stipends may be available)</td>
</tr>
<tr>
<td>Application Deadline</td>
<td>Ongoing</td>
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<td>Reports to:</td>
<td>Event Operations Associates</td>
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<tr>
<td>Commitment:</td>
<td>Flexible with min of 10 hrs./week</td>
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<td></td>
<td>Required to work two (2) tournaments</td>
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<tr>
<td>Working Hours:</td>
<td>Flexible</td>
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<tr>
<td>Office Location:</td>
<td>Columbia, MD</td>
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**JOB SUMMARY**

The Sports Management Internship will consist of both the operations and business aspect of the sports industry. The Sports Management Intern will assist the Event Operations Associates with the planning and execution of all Elite Tournaments events. The Sports Management Interns will assist with field and event site set-up, equipment management, manage the apparel process and event operation support. Interns will receive hands on experience in all aspects of event management.

**SPECIFIC DUTIES**

**Operations**
- Provide inventory control and distribution management for event equipment, supplies, and apparel
- Planning and executing field and event site set-up
- Assist the Event Operations Associates with staff organization and scheduling
- Assist in the design process and inventory of apparel

**Business**
- Create pre-order forms for apparel sales
- Create a vendor application for new/current vendors
- Create a proposal to a local non-profit to initiate a partnership
- Create tournament manuals and check-in instructions

**Communications:**
- Proactively contact and respond to teams, team’s managers and coaches about their responsibilities after registering for tournaments, apparel orders, and payment. This communication entails emails and phone calls.

**Other Duties**
- Assist with daily tasks leading up to a tournament
- 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**
Sports Management Interns will be required to work two (2) onsite Tournaments. These events typically occur during weekends and/or non-business hours. Sports Management Interns working during these events will be paid a stipend.