

# 2020

# Internship Program



# Basketball

# AAU National Headquarters Internship Basketball

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## Operations Intern, Basketball (1 Position Available)

The Amateur Athletic Union (AAU) focuses its efforts into providing sports programs for participants of all ages beginning at the grass roots level. The philosophy of "Sports for All, Forever," is shared by over 670,000 participants and over 100,000 volunteers.

AAU Basketball is one of the largest sports in the Amateur Athletic Union. They conduct multiple National Events all across the nation. This internship will run from *mid-January through mid-August* at the AAU National Headquarters in Lake Buena Vista, Florida.

## Overview

- Intern will work at the AAU National Headquarters located in Lake Buena Vista, Florida near Walt Disney World® Resort.
- Internship provides a multitude of event management and operations experience.
- Duration of internship is mid-January through mid-August.

## Description

- Assist in the daily planning and logistics of the events and event registration.
- Assist with the travel and housing arrangements for all AAU officials and executive committee members.
- Handle requests for entry materials.
- Work closely with the AAU Basketball Sports Managers.
- Assist with distribution of all medals, plaques, trophies and other awards for each sport.
- During event – trouble shooting, logistics, working with various sport committees to ensure a well conducted event.
- Assist Sports Manager with any additional projects/research/marketing campaigns/phone calls as needed and in the development, management and operational tasks needed to host nationwide AAU events.
- Work in conjunction with National Sports Chair and Committees, Host Committees, District Directors and others to help promote, facilitate and properly run all AAU events.
- Assist in the operations of Online Registration.
- Respond to queries (phone and electronic) relating to various competition rules and regulations.
- Assist with hosting events.
- Monitor and assist teams with NCAA Certification.
- Social Media- Facebook, Twitter, YouTube – in conjunction with social media staff.
- Other duties as assigned.

## Requirements

- Completed/pursuing Bachelor's or Master's degree preferably in Sports Management/Administration, Business, Recreation, Physical Education, or similar field.
- Must be organized and able to work through a project with little supervision.
- Must be multi-task oriented with the ability to work in a fast paced environment under pressure.
- Strong communication/customer service skills both verbal and written are required.
- Must be proficient in Microsoft Word, Excel and having some knowledge of Access and Adobe Photoshop.
- Must be able to meet timely deadlines.
- Must have proficient typing skills.
- Must have own mode of transportation.
- Must be able to lift a minimum of 50lbs.