

2020

Internship Program



SUMMER

AAU National Headquarters Internship

Event Operations – All Sports

Operations Intern, All Sports (Six Positions 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.

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-May through mid-August

Description

- Work closely with the AAU Sports Managers
- Assist in the daily planning and logistics of event(s)
- During event – trouble shooting, logistics, working with various sport committees to ensure a well conducted event
- Assist with the travel and housing arrangements for all AAU officials and meet management team
- Handle requests for entry materials
- Assist Sports Manager with any additional projects/research/marketing campaigns/phone calls as needed.
- Contact team(s)/individuals with missing registration information.
- Assist with NCAA Certification.
- Create marketing packets on events at EWWS.
- Assist in testing online registrations.
- Assist in checking finance reports and registered athletes/coaches listing.
- Assist with distribution of medals, plaques, trophies and other awards for each sport.
- Order and deliver officials food.
- Organize and sort official’s polo’s.
- Create event programs.
- Assisting in the overall preparation and operation of the Opening Ceremonies – in all sports.
- Tear down equipment at the conclusion the event.
- Work event registration(s):
 - Print rosters and score sheets.
 - Make folders and packets with rosters, score sheets, flyers, rule changes, required coaching attire, etc...
 - Data entry for hotel surveys.
 - Create credential reports.
 - Complete roster checks and make needed changes.
 - Credential athletes and coaches.
 - Goodie bag preparation and distribution.
 - Membership checks and number lookup in AAU Database.
 - Process payment onsite for late registration.
 - Modify original registration/rosters upon request.
 - Assist with NCAA certification checks.
 - Eligibility checks.
- Pickup and load all supplies from the warehouse. (Pre Event)

- Load all materials on the truck to be transported back to warehouse. (Post Event)
- Other Duties as Assigned.

Requirements

- 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.