



Athletics

Track & Field & Cross Country

Operations Intern, Athletics – Cross Country and Track & Field

The Amateur Athletic Union (AAU) is a multi-sport youth organization with millions of athletes, coaches, officials and volunteers who participate in 36 sports.

The AAU Athletics Program is the fifth largest sport in the Amateur Athletic Union. They conduct multiple National Events all across the nation including the largest youth Track & Field meet in the country. This internship will run from **May through August** at the AAU National Headquarters in Lake Buena Vista, Florida.

Overview

- Duration of Internship is May through mid-August
- 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

Description

- Assist in the daily planning and logistics of the event.
- Assist with the travel and housing arrangements for all AAU officials and meet management team
- Handle all requests for entry materials.
- Assist at the Primary National Championship, Club Championships and the AAU Junior Olympic Games.
- Work closely with the AAU Athletics Sports Manager and AAU Athletics Executive Committee and Meet Management Team.
- Assist with ordering of all medals, plaques, trophies and other awards.
- During event – trouble shooting, logistics, working with various sport committees to ensure a well conducted registration and event.
- Assist Sports Manager with any additional projects/research/marketing campaigns/phone calls as needed.

Requirements

- Pursuing Bachelor'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 work under pressure and meet timely deadlines.
- Must have proficient typing skills

Please submit resume online by, [clicking here](#).

Any questions, please feel free to contact – Jennifer Miles, Internship Coordinator at jennifer@aausports.org or Emily Braunstein, Event Sports Coordinator at ebraunstein@aausports.org.