



# Baseball Internship

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## Operations Intern - Baseball

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

AAU Baseball is the most elite youth baseball program in the country. They conduct multiple National Championships all across the nation. This internship will take place 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

### Description

- Assist in the daily planning and logistics of the event
- Assist with the travel and housing arrangements for all AAU tournament staff
- Handle all requests for entry materials
- Assist at the National Championships held at ESPN Wide World of Sports Complex
- Work closely with the AAU Baseball Sports Managers and AAU Baseball Executive Committee
- Assist with ordering 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.

### 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 skills both verbal and written are required.
- Must be proficient in Microsoft Word, Excel and having some knowledge of Access.
- 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@ausports.org](mailto:jennifer@ausports.org) or Emily Braunstein, Event Sports Coordinator [ebraunstein@ausports.org](mailto:ebraunstein@ausports.org)