



Basketball Internship

Operations Intern, Basketball

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 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 **May through 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

Description

- Assist in the daily planning and logistics of the event.
- Assist with the travel and housing arrangements for all AAU officials and executive committee members.
- Handle all requests for entry materials.
- Work closely with the AAU Basketball Sports Managers.
- 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 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 events hosted at ESPN Wide World of Sports Complex.

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
- Must have flexible schedule.

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