

AAU National Headquarters Internship

AAU Volleyball

Operations Intern, AAU Volleyball (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.

The AAU Volleyball Program is the largest sport in AAU. Primary duties will involve the National Championship, which is the largest event in the AAU with 3,000+ teams.

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 January through mid-August.

Volleyball Description

- Primary focus during this time is on the Volleyball Nationals.
- Monitor the entries for the Volleyball Nationals.
- Coordinate and implement hospitality plan for the Volleyball Nationals.
- Collate event packets, officials' packets and other information for event staff.
- Develop college coaches recruiting packets and manage the distribution.
- Liaison to the All-American Tournament Committee and selection process.
- Onsite management of the event including trouble shooting, logistics, check-in, hospitality and results posting.
- Coordinate the Beach Volleyball event, which takes place at the conclusion of the Nationals.
- Create post-event reports for the Volleyball Nationals
- Reconcile the finances for volleyball including entry fees, hotel bills, etc...
- Purchase supplies that come up as the event progresses.
- Order and deliver officials food.
- Load and unload National Championship t-shirts and bags for events and monitor distribution.
- Putting together bags and boxes of National Championship apparel for clubs with multiple teams.
- Hang banners and signs around all facilities (multiple locations).
- Pickup and load all supplies from the warehouse.
- Work event registration:
 - 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.
 - Birth certificate checks.
 - Eligibility checks.
- Distribute awards to designated areas.
- Post results following the completion of each game/session.
- Take photos/videos.

- Research possible human interest stories.
- Social Media- Facebook, Twitter, YouTube – in conjunction with social media staff.
- Compiling photos and video footage of sport competitions.
- Assisting in the overall preparation and operation of the Opening Ceremonies.
- Tear down equipment at the conclusion the event.
- Pack all materials.
- Load all materials on the truck to be transported back to warehouse.
- 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.