



Sports Assistant Internship (unpaid)

SYSA is looking for a passionate and detailed oriented student intern who wants to learn and understand “behind the scenes” of recreational sports management.

Time Commitment: Approximately 10 - 20 hours a week. Most hours will be performed during the week from the office or your home, depending on what is needed. Some weekend and weeknight work may be required.

Expectations:

- Understand the overall mission of SYSA, our customers and our product
- Answer customer/coach questions by via phones emails or in person
- Learn Blue Sombrero Sports registration software
- Review/Edit/Update sport specific coaches curriculum
- Assist with building teams
- Recruit coaches via emails, phone calls, social media and any other outlets
- Complete any risk management/safe sport videos in order to better guide and assist coaches with their risk management/safesport completion.
- Maintain and update practice schedules for coaches
- Help with uniform check in/distribution
- Attend staff, sports, and/or coach meetings
- Update SYSA Website as needed
- Assist with equipment storage
- Offer suggestions or changes to processes (highly encouraged)
- Participate/help coordinate in any fundraising events for SYSA
- Support SYSA staff as needed
- After internship is over, please provide feedback to SYSA: ex-What is your opinion on the internship that was provided? What did you enjoy most? Least? If you had to do it again, what would you do differently? Would you recommend this internship to a fellow classmate?

SYSA Mission: *“To provide sports activities for all youth, where everyone plays, develops skills, is taught good sportsmanship, and learns the value of being a team player”.*