

## Competitive Sports Intern

### **JOB DESCRIPTION**

#### **POSITION SUMMARY**

The Competitive Sports intern will assist in completing administrative tasks and also supporting the day-to-day operation of the Competitive Sports team. The intern will assist with planning and facilitating team meetings as well as with tabling during events.

#### ***RESPONSIBILITIES***

- Assist with administrative tasks
- Track Club Sport meeting attendance
- Track programming attendance
- Help plan and facilitate team meetings
- Assist with marketing strategies/tabling events
- Assist in planning creating, organizing, executing, and evaluating Competitive Sports programming special events such as Intramural Sport and Club Sport events
- Attend meetings with the Coordinator of Competitive Sports
- Help in the creation and administration of instructional program evaluations/surveys
- Evening/weekend work responsibility as required

#### ***ACQUIRED SKILLS***

As a result of working as a Competitive Sports Intern, the student employee will have the opportunity to acquire and to improve communication, time management, conflict resolution skills, adaptability, customer service skills, and gain knowledge of working in a programming setting.

#### ***STUDENT LEARNING OUTCOMES***

- As a result of working for University Recreation, student employees will develop a sense of community by building relationships through effective communication and teamwork to foster resiliency.
- As a result of working for University Recreation, student employees will be able to demonstrate decision making and problem-solving skills acquired through trainings, experiences, and evaluations.
- As a result of working for University Recreation, student employees will be able to demonstrate professionalism by holding themselves and their coworkers accountable.
- As a result of working for University Recreation, student employees will be given opportunities for professional development to prepare them for future career.

### **JOB REQUIREMENTS**

#### ***QUALIFICATIONS***

- Degree seeking student at UAB.
- Current CPR/AED/First Aid for the Professional Rescuer (CPRO) Certification
- Complete all other required training upon hiring
  - Safety Skills
  - Disability Support Services Certification
  - Emergency Evacuation Training Certification

### *REQUIRED SKILLS*

Leadership and supervisory abilities. Ability to work independently. Knowledge of standard practices in recreational sports and fitness. Ability to effectively manage conflict and give constructive criticism to co-workers. Ability to thrive in an environment that values high expectations, accountability, and balanced lifestyles.

- Basic computer competency
- Ability to handle customer service issues as it relates to Sports activity.
- Ability to communicate effectively with participants and professional staff.
- Ability to multitask and manage time effectively and efficiently.
- Ability to withstand extended periods of time standing, jumping, swiftly moving, and other general physical movements inside and outside.
- May require hearing and talking.
- Ability to withstand extended periods of activity and communicating.
- Ability to lift 30 lbs. on a regular basis

\*\*Certain disability accommodations may be accepted.