

US Sports Institute

Job Description Summer Internship

***Term of Employment:
June 23rd – August 28th***

General Description:

Interns will be assigned to one of the following departments during the summer with specific roles in each:

Operations:

1. Complete web-based tasks relating to the summer operation.
2. Assist management with summer staff paperwork preparation.
3. Work with manager to complete office based tasks relating to the summer operations.

Marketing and Promotions:

1. Preparing flyers for distribution during the summer.
2. Compiling press releases to promote summer camps.
3. Conducting calls to groups of parents, clients and departments to promote summer camps.

Recruitment:

1. Advertising through web, mail and telephone for 2011 positions.
2. Monitor applications and assist manager in conducting calls to candidates.
3. Assisting in the arrangements for UK and US based recruitment trips.

Qualifications (education, knowledge, skills and abilities):

1. High school graduate minimum; student at least in junior year of college is preferred, but sophomores will be considered; pursuing a degree in recreational program preferred.
2. Ability to demonstrate tact and patience when dealing with customers/clients and their concerns.
3. Ability to evaluate services and recommend changes to a plan of action.
4. Ability to demonstrate flexibility in work habits to meet ever-changing schedule requirements.
5. Ability to demonstrate physical fitness to include frequent light to occasional heavy lifting (up to 50lbs), standing and walking for long periods of time, reaching, bending, pushing and pulling.
6. Successful completion of NJ State Police Criminal Background Check and Child Abuse Clearance.

Additional Desired Qualifications:

Enrollment in an accredited university with coursework relating to event planning, sport and recreation management, public administration, or education.

Working Conditions:

Evening and weekend hours will be required when needed. A maximum of 40 hours a week is required, however, working hours may vary depending on week. Hours may be added to accommodate university requirements.

Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief to equalize peak work periods or otherwise to balance the workload.

Work Environment:

While performing the duties of this job, the employee may be outside. The employee may be exposed to wet and/or humid conditions, dust, and heat. The noise level may be moderately loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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