Athletics Intern

Niles Park District

Contact Name: Melissa Galvez
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Closing Date: 2025-03-31
Salary: $16/hour

Description:
The Athletics Intern will play an integral role within the Athletics Department by gaining hands on experience in program planning, facility management, equipment management, customer service, and league facilitation. Participation and support at summer events will be required.

This is a seasonal position, hours are flexible approximately 20 hours per week. Pay rate is $16/hour, no benefits.

Job Description

- Create/maintain team and division info. in online scheduling and sports management software program
- Organize maintenance and site set-up of fields, courts and other locations
- Assist with adult and youth league management
- Responsible for the safety of patrons and players
- Assist with management of coach/volunteer processes and database
- Establish and maintain open lines of communication with community stakeholders
- Manage program supplies, equipment, and keep facility space clean, safe, and organized
- Evaluate marketing needs and strategies of department
- Assist with staff recruitment and retention strategies
- Attend all staff meetings and training programs as required
- Other duties as assigned

Job Requirements

- Has completed or is working toward a college degree, preferably in a related field (i.e Sports/Recreation Management)
- Has basic knowledge of a variety of sports, including game play and rules
- Self-motivated, good organizational skills, detail-orientated, ability to prioritize, multi-task, have a positive attitude and meet deadlines
- Effective and professional communicator, both verbal and written
- Possess problem solving and conflict management skills
- Has understanding of and passion for Youth Sports and Recreation
- Ability to enforce Park District rules and safety practices

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