

Minnesota Youth Athletic Services

1011 Osborne Road NE; Spring Lake Park, MN 55432

announces an opening for the following position:

Baseball/Basketball Internship

March-August

The Minnesota Youth Athletic Services, Inc. (MYAS) originated in 1991 as a 501(c)(3) nonprofit organization dedicated to improving the delivery of youth sports services to young athletes, coaches and parents. The MYAS is Minnesota's largest multi-sport organization focused solely on youth athletics with more than 150,000 kids participating in our programs annually. The MYAS is a central clearinghouse for youth sports, serving as an information channel linking hundreds of youth associations, coaches and thousands of parents.

WAGE/HOURS

- The wage is \$10.00 per hour. Hours for this position vary.
March-May: 10-30 hours per week
June-August: 28-40 hours per week
- MYAS Office Hours are 8:00am to 4:00pm, Monday-Friday. Person must also be available to work nights and weekends as needed.
- Additional pay is available for weekend Tournament Directors.

NATURE OF WORK

Assist in organizing and administering youth sports programs. The programs include but are not limited to leagues, tournaments, special events and other athletic competitions. The primary focus of this position would be in the sports of baseball and basketball.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

- General sports knowledge with a higher level of understanding within the sports of baseball and basketball
- Assisting in scheduling and implementation of tournaments, leagues and educational services
- Ability to work evenings and weekends as needed
- Assist in coordinating large-scale and small-scale events
- Ability to establish and maintain effective working relationships with others, as well as work independently
- Ability to express oneself clearly and concisely, both orally and in writing
- Ability to communicate and respond effectively with the public in both small and large group settings
- Ability to use a computer for correspondence, reports, registration and any other data entry
- Ability to use social media as a means to communicate and promote programs
- Detailed knowledge of Microsoft Office

DESIRABLE TRAINING AND EXPERIENCE

- working towards a Bachelor's Degree in Sports Administration or Parks and Recreation or related program is preferred but not required
- Experience working in recreation, sports or related field

HOW TO APPLY

Send cover letter, resume, any letters of recommendation and other documentation to the email address below.

Send to:
Pat Reese, Program Director
patrick@myas.org

The MYAS does not discriminate on the basis of race, color, creed, national origin, religion, age, disability, sexual orientation or marital status in employment or the provision of services.