



## YMCA OF LANSING

FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

### Sports Internship Program

**General Function:** The Sports Intern Program is designed to provide aspiring professionals with hands-on experience and exposure to the diverse aspects of sports and recreation management. This immersive internship offers participants the opportunity to engage in daily operations, enhancing their understanding of program design, community engagement, and operational efficiency within a vibrant recreational environment.

#### **Duties and Responsibilities:**

1. Daily Operations
  - a. Assist with the facility's day-to-day activities to gain insights into operational management.
  - b. Participate in risk management assessments and the development of safety protocols.
2. Customer Service Skills:
  - a. Engage with members and guests, develop effective communication and problem-solving abilities.
  - b. Learn best practices for providing exceptional customer service in a recreational setting.
3. Policy and Procedures:
  - a. Study and help implement YMCA policies, ensuring compliance with local, state, and national standards.
  - b. Gain knowledge of administrative functions related to program management.
4. Sports Programs:
  - a. Collaborate with staff to design, promote, and execute community sports programs for various age groups.
  - b. Analyze program effectiveness and gather feedback for continuous improvement.
5. Marketing and Promotion:
  - a. Assist in the creation of marketing materials and campaigns to increase program visibility.
  - b. Learn digital marketing strategies and social media engagement specific to the sports and recreation sector.
6. Youth and Family Special Events:
  - a. Participate in planning and executing special events that foster community engagement and promote family activities.
  - b. Gain experience in event coordination, logistics, and volunteer management.

**Hourly Requirement & Duration:** 32-40hrs per week throughout the semester long internship

#### **Benefits & Outcome:**

- Free YMCA Adult Membership during duration of internship
- Have a comprehensive understanding of the operations within a sports and recreation facility.
- Develop a robust skill set in customer service, program design, and community outreach.
- Establish professional connections and gain valuable references for future employment opportunities.
- Be prepared to pursue further education or career opportunities in sports management, recreation, or related fields.

#### **Internship Requirements:**

- Must be interested in sports, recreation, leisure, and administration.
- Prior experience in sports programming, marketing, youth and adult sports.

#### **Physical Demands**

While performing the duties of this job, the intern is often required to: bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, lift and/or move up to 50 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity. Must be able to stand for long periods of time.

#### **Disclaimers:**

- Must complete successful background screening.

**Include:** Resume and cover letter

**Apply by emailing Tracie Woodbury at [twoodbury@lansingymca.org](mailto:twoodbury@lansingymca.org) by December \_\_\_\_\_**