POSITION TITLE: Community Development Internship

PRIMARY SUPERVISOR: Josh Murphy, Director, Member Services & Community Development department

OVERVIEW: USA Ultimate (USAU) is a non-profit, membership-based organization which serves as the national governing body for the sport of ultimate. Our mission is to advance the sport of ultimate in the United States by enhancing character, community and competition.

INTERNSHIP PERIODS: Spring (Jan-May), Summer (May-Aug), Fall (Sept-Dec)
*Exact date ranges are flexible and can be customized to align with academic calendar or other situational needs.

POSITION DESCRIPTION:
This position operates out of the USA Ultimate headquarters office in Colorado Springs. The intern will support the Member Services and Community Development personnel in their day-to-day duties, and will assist in the development of programs to support education (coach, event organizer, etc), youth outreach, player training, sanctioned competition, and serving USA Ultimate affiliate and state-based organizations. The intern will work as a team player to support all USA Ultimate members, constituents and affiliated organizations.

Travel is not typically required but may be optionally offered, depending on timing, availability and needs.

Sample of Potential Areas of Responsibilities and Projects:
- Assist in development of new resources to support local ultimate programs in some of the following ways:
  - Increasing the involvement of youth players and/or their parents
  - Design, development and/or piloting of new outreach and education programs
  - Organization governance best practices (bylaws, organizational structure, recruiting board members, etc.)
  - Recognition programs (competition results, membership size/growth, etc.)
  - Developmental clinics & camps (introductory, local, regional, national competitiveness)
- Survey current ultimate organizers, coaches, players and other community members.
- Research comparable organizations, compile results, and make recommendations for incorporating new program materials consistent with our structure.
- Develop resources, recommendations, and packages in support of new programs.
- Assist department with processing membership and event-related data and materials.
- Support the department staff with administrative tasks and special projects.
- Coordinate shipments, mailings and orders between local organizers and headquarters.
- Assist event staff with the maintenance and organization of supplies and storage areas as needed.

QUALIFICATIONS AND SKILLS:
- Strong customer service skills, attention to detail and organizational skills.
- Excellent written, communication and computer skills.
- Strong initiative, positive attitude and ability to work well with a variety of personalities.
- Creativity, proactive nature, resourcefulness and ability to work independently.
- Strong desire to learn and gain experience by working on a project in a professional work environment.
- Required: Ability to work at least 10 hours per week during regular business hours (Mon - Fri, 9am - 5pm).

CONTACT:
Please forward résumé, cover letter, and 1-2 references in a single document via email to Ethan Taylor-Pierce at intern@usaultimate.org or call 719-219-8328 with questions.