POSITION TITLE: Member Services & Community Development Intern

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

OVERVIEW: USA Ultimate 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 DURATIONS: 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. Interns 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, youth outreach, player training, sanctioned competition, and serving USA Ultimate affiliate and state-based organizations. Interns will work as a team player to support all USA Ultimate members, constituents and affiliated organizations.

A minimum of 10 hours during regular business hours Monday through Friday between 9am and 5pm is required. Travel is not typically required but may be optionally offered depending on timing, availability and needs.

Potential areas of responsibilities and projects:
• Assist in development of new resources to support local ultimate programs in some of the following ways:
  o Increase the involvement of youth players and/or their parents
  o Design, develop and/or pilot new outreach and education programs
  o Research and develop governance best practices
  o Analyze data such as, but not limited to, competition results, survey results and membership size/growth
  o Develop ideas and procedures for clinics & camps

• 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.
• Excellent attention to detail and organizational skills.
• Proficient written, communication and computer skills.
• Strong initiative, positive attitude and ability to work well with a variety of personalities.
• Proactive nature, resourcefulness and ability to work independently.
• Strong desire to learn and gain experience by working on projects in a professional work environment.

CONTACT:
Please forward résumé, cover letter, 1-2 references as well as preferred term dates via email to Leah Dolan-Kelley at intern@usaultimate.org or call 719-219-8322 with questions.