POSITION TITLE:  
Competition and National Team Programs Internship

PRIMARY SUPERVISOR:  Will Deaver, Managing Director, Competition/National Teams Programs department

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

INTERNSHIP PERIODS:  Winter (Dec-Mar), Spring (Mar-Jun), Summer (Jun-Sep), Fall (Sep-Dec)  
*Exact dates 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 Competition and National Team Programs personnel in their day-to-day duties, and will assist in the development of programs to support USA Ultimate championship events, qualifiers, national teams, and work with rules, officiating, and Spirit of the Game. The intern will work as a team player to support USA Ultimate volunteers, event organizers, teams, coaches, and athletes. 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 with communication and marketing efforts to increase participation in USA Ultimate events at all levels.
- Assist with volunteer recruitment, training, and appreciation efforts to support USA Ultimate programs.
- Assist with national team development cycle, including organization of player and coach applicant pools and logistical planning and support.
- Assist with event registration, processing, and communication.
- Assist with event results reporting and post-event follow-up with teams and organizers.
- Assist with surveying event participants, analyzing feedback, and recommending areas for improvement.
- Assist in development and refinement of resources to support event organizers, including best practices (health and safety, athlete protection, risk management) and accountability and quality control mechanisms.
- Coordinate shipments, mailings and orders between headquarters and local event hosts.
- Assist event staff with the maintenance and organization of supplies and storage areas as needed.

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

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