



Position: NORDC Athletics Intern

NORDC Mission Statement:

To advance the physical, mental, and social well-being of New Orleanians by providing safe and welcoming environments for recreational, athletic, and cultural experiences.

Main Functions:

The NORDC Athletics Intern will provide general support to the Athletics Division for the successful execution of the Volunteer Coaches' Program. Athletics Intern will also assist with tracking compliance and certification of volunteers and participants in the NORDC Athletic division.

Reports to: NORDC Recreation Activities Coordinator

Internship Period/Schedule: May 15, 2017 – September 29, 2017, 20-30hrs/wk

Duties:

- Assists in maintaining, receiving, and dispensing helmets, uniforms, athletic equipment and supplies, including but not limited to cleaning and/or organizing supplies and materials;
- Assist in maintaining records of all equipment/supplies issued and returned;
- Assist in performing periodic inventories of stock on hand;
- Assist with repair of minor damages to equipment and arrange for repair of more seriously damaged items with suppliers;
- Adheres to and offers support to sports programs and coaches in understanding and interpreting NORDC rules and regulations;
- Assists with documentation of potential NORDC violations;
- Assists in monitoring training and compliance logs as well as playing and practice season requirements;
- Assists with athletics related seasonal camps and clinics;
- Assists in maintaining necessary coaches' data including but not limited to annual compliance and individual files;
- Assists in assessing athletic playing sites for NORDC sports, including baseball and softball, football, basketball and track and field; and performing other duties as assigned.

Knowledge, Skills and Abilities:

- Athletic background and/or experience in related work preferred
- Knowledge of sports equipment, including its maintenance and repair preferred
- Ability to communicate effectively with students, staff and visitors
- Computer skills
- Ability to maintain confidentiality

Internship Requirements:

- High school graduation
- Ability to lift 30 - 70 lbs. and work in various weather conditions (excluding lightning)

Apply to:

- Please forward your resume by email to: jscook@nola.gov