

WORK IN YOUTH SPORTS

SUMMER OPERATIONS INTERNSHIP

Job Description

- Part-time to Full-time hours throughout the entirety of this internship available
- Atlantic Coast Sports has multiple Baseball and Softball Tournament Operations Intern positions available.
- These are stipend paid positions with opportunity to earn additional pay.

Position Responsibilities:

- Assist the tournament directors with (including but not limited to) gathering rosters, confirming schedules, communicating with teams via phone and email, and fielding questions about the event from teams, parents, coaches, etc.
- Organize and direct equipment, materials, merchandise, etc. to corresponding field locations
 - Aid in the Set-Up and Tear-Down of events (signage, flags, tents, tables, etc.) at various locations
- Oversee tournament operations at an assigned complex and serve as the complex's main AC Sports representative - managing scores, umpires, team needs, award presentations, etc.
- Manage Inventory - game balls, trophy supplies, medals, etc.
- Assist other departments within the organization as necessary, both administratively and operationally.

Required Education:

- Candidates should be in possession of, or working toward, a Bachelor's degree.

Preferred Qualifications:

- Ability to relocate to Pittsburgh, PA by start date.
- Proficient in Microsoft Office and the ability to learn new software and registration platforms.
 - Able to complete individual tasks in a timely fashion in order to advance the team's overall progress.
- Professional communication skills, both in person and via phone, email, etc.
- Ability to establish and maintain relationships with various staff members, coaches and parents.
- Flexible and willing to perform other tasks as assigned.
- Ability to problem solve in stressful situations and prioritize necessary tasks
- Highly organized with great attention to detail.
- Ability to communicate information over a broad network with efficiency, clarity and effectiveness.
- Lift/Carry up to 50 lbs.
- Have an efficient understanding about the sport of baseball and/or softball.
- Weekend availability and able to provide personal transportation to

CONTACT INFO

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Hours:

- Office hours Monday-Friday (flexible) are required as well as 4 (pre-determined) tournament weekends.
- Additional weekend events are available to work for additional compensation.

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Position Reports To:
Tournament Directors

Company Background:

AC Sports is a fast growing youth sport event company based in Trafford, PA (roughly 20 minutes outside of Pittsburgh). The primary events of AC Sports take place in the months of May - July and are frequented by over 1,000 local and travel teams that have come from 15+ different states and 2 Canadian provinces. Our mission is to promote amateur baseball and softball through "The Ultimate Tournament Experience", by providing our teams and their families with the highest quality service, top-notch accommodations, superior communication, and an unparalleled sporting experience that will ensure lifelong memories!