

Oklahoma Baptist University
Student Leadership and Engagement
Sports Management Intern

Position: Events Coordinator Internship

Job Description:

To work with the Student Leadership and Engagement Department's Intramural and Club Sports Management Team. Work will take place on campus, in the Recreation and Wellness Center (RAWC), Intramural fields, Disc Golf Course, and occasional off campus locations.

As a member of the Sports Management Team, you will be expected to be "Beyond Reproach" in your attitude and behaviors. Your personal walk with God is a priority in our ministry since this will affect your effectiveness as part of our Sports Management Team.

Skills and Qualifications:

- Must be a full time enrolled student of Oklahoma Baptist University (12hrs)
- Must have superior oral and written communication skills
- Must be classified as a Junior or Senior for eligibility
- Must be willing to work with peers and community members
- Must be able to work in a constantly changing environment
- Must be willing to do some physical labor
- Must be willing to do all things in a Christ like attitude

Duties and Responsibilities:

- Work with the Sports Management Team in planning activities and events
- Help coordinate and schedule all Club and Intramural Sports tournaments and leagues
- Help with set up and tear down of activities and events
- Coordinating with RAWC staff on facility usage
- Attend weekly scheduled meetings
- Assist in planning Recreational Mission Trips
- Accept any other responsibilities assigned by the Sports Management Team

Our Responsibility to you as an Intern:

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| • Event Planning | Budgeting | League Management |
| • Promotion | Field Maintenance | Missions through Recreation |