

Grigg Lewis Foundation, Workership Program

Job Description

Organization:	Kenan Center Inc.
Job Title:	Sports & Recreation Intern
Reports to:	Nick Abramson: Sports & Recreation Coordinator & Lea Sobieraski: Assistant Director

Job purpose: The Kenan Center is in search of a dynamic Sports & Recreation Intern to join our team this summer. This role is designed for individuals passionate about sports and recreation, developing our youth, and community engagement. The selected intern will play a pivotal role in assisting with the development, organization, and execution of our summer camp and ongoing sports and recreation programs; they will split their time 50/50 between KidsQuest and working directly with the Sports and Recreation Coordinator.

Duties and responsibilities

- **Assist with the planning, organization, and implementation of sports and recreation activities for KidsQuest (daily summer camp).**
 - Develop and lead the daily sports and recreation activities during KidsQuest.
 - Manage and maintain sports and recreation equipment used during camp, ensuring equipment is available, clean, and safe for use.
- **Aid in the coordination and supervision of camp and program participants.**
 - Help the KidsQuest Director with sign-in/sign-out; engage with parents when appropriate.
 - Help ensure a safe and fun environment for all participants.
 - Provide support in monitoring and ensuring the safety and well-being of camp participants.
- **Assist in the day-to-day operations of the Kenan Center Arena.**
 - Assist the S&R Coordinator in daily upkeep and organization of the Sports & Recreation Office.
 - Make sure the facility is presented in acceptable condition; help with general maintenance and cleanliness of the facility.
 - Help manage registration processes and maintain participant records.
 - Assist with daily preparation of sports and recreation programming.
 - Help contribute to the development of in-house sports and recreation programs.
 - Assist with customer service pertaining to parent questions and concerns.
 - Be knowledgeable about the facility and its programs to be able to deal with situations as they arise.
 - Answer phone calls and emails regarding general sports and recreation-related questions.

Qualifications:

- Be passionate, qualified, and engaged.
- Passionate about sports and recreation as well as working with youth.
- Team-oriented mindset.
- Reliable and communicative.

Working conditions: This individual will work primarily in the Kenan Arena Monday-Friday. This person will spend half their day working directly with young people and will spend time outside when permitted.

Physical Requirements/Dress Code: This person will be permitted to wear clothes they are comfortable working with kids in. This individual should wear something they are comfortable performing physical activity in.

Approved by:	<i>Lea Sobieraski</i>
Reviewed:	10/28/23