

Position Title: Farha Sports Facility Intern

General Function: Interns will learn how to supervise, manage, and upkeep our Farha Facilities through active involvement with all aspects of program operations under the direct supervision and mentorship of Farha staff members. Interns must be willing to work both weekends and weekdays.

All events will take place at the Farha Indoor Turf Center or Farha Basketball Courts.

Intern will uphold a positive customer service attitude and are required to have a neat and professional appearance at all times.

Requirements:

- Minimum Age of 21
- CPR/AED, First Aid, Emergency Oxygen certified
- Must attend New Employee Orientation within 30 days of being hired
- Uphold YMCA mission, vision, and values
- Communicate effectively
- Able to resolve conflicts professionally
- Demonstrate high character, strong work ethic, and desire to work and succeed in all situations

Responsibilities:

- Event set up and breakdown
- Ensuring timeliness of games, teams, and umpires
- Ensuring safety of everyone involved
- Cleanliness of concessions, complex, parking lot
- Supervision of facility and game play
- Follow and enforce all YMCA policies, rules, regulations, and procedures
- Check all equipment and fields for any issues that might impair safety of participants
- Inventory of all equipment
- Ensuring fields are clean and ready for use
- Player/fan check in and control
- Report and document preparation and review
- Is visible and available to staff, coaches, fans, and participants to answer questions
- Resolves any issues, listens to concerns, corrects inappropriate behavior
- Reporting of injuries/incidents
- Open/close facility
- Receives/carries out instructions
- Transitioning of facility
- All other duties as assigned

Contact Information

Full Name:

Address:

Phone Number:

Email:

Address:

City/State/Zip:

Please send your resume, along with a list of at least 3 references to kris.wheeler@ymcawichita.org.

Position Title: Farha Sports Office Intern

General Function: Interns will learn how to manage a Farha Sports Office through active involvement with all aspects of program operations under the direct supervision and mentorship of Farha staff members. Interns must be willing to work both weekends and weekdays.

Offices are located at the South Farha Turf Center.

Intern will uphold a positive customer service attitude and are required to have a neat and professional appearance at all times.

Requirements:

- Minimum Age of 21
- CPR/AED, First Aid, Emergency Oxygen certified
- Must attend New Employee Orientation within 30 days of being hired
- Uphold YMCA mission, vision, and values
- Communicate effectively
- Able to resolve conflicts professionally
- Demonstrate high character, strong work ethic, and desire to work and succeed in all situations
- General sports operations/management knowledge
- General knowledge of rules of the sports programs

Responsibilities:

- Scheduling (games, officials, concessions)
- Game planning, development, and analysis
- Follow and enforce all YMCA policies, rules, regulations, and procedures
- Player/fan check in and control
- Report and document preparation and review
- Resolves any issues, listens to concerns, corrects inappropriate behavior
- Reporting of injuries/incidents
- Finance Preparation
- Promotion and sponsorship coordination
- Handling of payments/documentation
- Management of Registration
- Attend all meetings
- Overseeing strategic planning/implementation
- Marketing/sponsorship involvement
- Taking calls/answering questions regarding Farha functions
- Keeping statistical/financial records
- Producing Promotional material
- Monitoring and assessing progress
- All other duties as assigned

Contact Information

Full Name:

Address:

Phone Number:

Email:

Address:

City/State/Zip:

Please send your resume, along with a list of at least 3 references to kris.wheeler@ymcawichita.org.

Position Title: Event Supervisor Intern

General Function: Interns will learn how to operate Farha Sports Eventss through active involvement with all aspects ofevent operations from course setup to course breakdown under the direct supervision and mentorship of Farha staff members. Interns must be willing to work weekends and potential weekdays during the evening in order for tournament preparation.

Tournaments will include soccer, baseball, flag football, basketball, and volleyball and will be located at the Farha Turf Center, and both the South and Andover Farha basketball facilities.

Intern will uphold a positive customer service attitude and are required to have a neat and professional appearance at all times.

Requirements:

- Minimum Age of 21
- CPR/AED, First Aid, Emergency Oxygen certified
- Must attend New Employee Orientation within 30 days of being hired
- Uphold YMCA mission, vision, and values
- Communicate effectively
- Able to resolve conflicts professionally
- Demonstrate high character, strong work ethic, and desire to work and succeed in all situations

Responsibilities:

- Event set up and breakdown
- Ensuring timeliness of games, teams, and officials
- Ensuring safety of everyone involved
- Scheduling (games, officials, staff, concessions)
- Tournament planning, development, and analysis
- Supervision of facility and game play
- Follow and enforce all YMCA policies, rules, regulations, and procedures
- Finance Preparation
- Promotion and sponsorship coordination
- Make sure facility is clean at all times
- Crowd control assistance
- Ensure concessions are being ran correctly
- Reporting of incidents/accidents
- Roster Confirmation
- Player/fan check in and control
- Report and document preparation and review
- Is visible and available to staff, coaches, fans, and participants to answer questions
- Resolves any issues, listens to concerns, corrects inappropriate behavior
- All other duties as assigned

Contact Information

Full Name:

Address:

Phone Number:

Email:

Address:

City/State/Zip:

Please send your resume, along with a list of at least 3 references to kris.wheeler@ymcawichita.org.