



NORTH CAROLINA AMATEUR SPORTS



North Carolina Amateur Sports Internships

Powerade State Games of North Carolina

Operations Assistant

Position Purpose: To assist with coordinating, planning, and implementing the Powerade State Games of North Carolina

Dates: May 2012 – July 2012

Supervised By: NCAS, Event Director

Major Duties/Tasks/Responsibilities

- Evaluate needs and opportunities for each Powerade State Games sport
- Assist with Powerade State Games promotional needs
- Assist Event Manager with Powerade State Games equipment plan
- Oversee the distribution and return of all equipment
- Assist with facility setup/breakdown
- Assist with packing/unpacking of all event supplies
- Oversee data entry for all sport and player registrations
- Verify all rosters and roster changes
- Create and adjust sport schedules as necessary
- Assist in collecting and posting of the Powerade State Games results
- Create scout packets for all HS Showcase sports
- Assist in administrative office duties with phone, fax, mail, email, and etc.
- Serve as a Powerade State Games SWAT Team Member
- File a detailed after-action report regarding positive and negative experiences while making recommendations for future Powerade State Games

Knowledge/Skills/Abilities

- Prior experience in sport/event management
- Good clerical and customer service skills
- Ability to effectively manage and work with others
- Ability to work in demanding and stressful event conditions
- Organizational skills and ability to prioritize
- A wide variety of sport knowledge/etiquette

All Staff Positions

- Attend staff meetings and prepare reports as required
- Function effectively within the staff and volunteer team
- Other duties as assigned

Please contact David Shaw (david@ncsports.org) for more information