

# U90C Management Group

## U90C Employment Forms - Internship

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**Position Title:** Sports Management – Assistant Tournament Manager Intern

**Organization Name:** U90C Management Group ([www.U90C.com](http://www.U90C.com))

**No of Openings:** 2

**Work Schedule:** Internship, flexible hours, on-site and off-site training / experience

**Hours per Week:** 10-15 (non-tournament week) / 30-40 (tournament week / weekend)

**Wage:** Internship for credit / compensation open for consideration

**Position Start Date:** Fall: Aug. – Dec. (applications accepted May-Aug.) Spring: Jan.-May (applications accepted Oct.-Dec.)  
Summer: May – Aug. (applications accepted March-May)

**Position End Date:** Open and continuous

**Supervisor:** President / Sr. Tournament Director

**Position Description:** The Sports Management – Assistant Tournament Manager Intern will assist in the planning and execution of all U90C Tournaments / Events; and also assist in field and event site set-up, equipment management, and event operation support. The Sports Management – Assistant Tournament Manager Intern will receive hands on experience in all aspects of event management.

U90C is seeking an independent organized person with a strong sense of personal accountability who enjoys working in a busy results driven environment in the Youth Sports / Event Management industry. Strong personal credibility allows you to easily build solid and collaborative working relationships (internal and external), remain calm in crisis and make good judgement calls in a variety of situations while multi-tasking

Duties / Activities include:

- Assist with management of all facilities (sports complex) arrangements for all U90C events
- Assist in managing all equipment / supply rentals and acquisitions
- Work parallel with U90C Sr. Staff on sports tournament planning and execution
- Act as Assistant Tournament Director / Site Manager on all U90C events
- Interface with vendors / sub-contractors (Sponsors, Referee Coordinators, AT Staff, Facilities / Complex Staff, etc.)
- Recognize core competencies of U90C and make decisions that reflect those competencies: "COMPETITION | CLASS | CUSTOMERS"

**Qualifications:**

- Must be at least 18 years of age and enrolled in your sophomore, junior or senior year at an accredited college or university
- Approval from college / university for internship program
- Interact in a professional, enthusiastic, energetic and outgoing manner with management, clients and consumers in any setting / environment Attention to detail, strong organizational ability; ability to work under pressure amid distractions and interruptions
- Proficient in MS Office (Word, Excel, Outlook etc.) and online SaaS interfaces
- Adaptable to business and team needs and changes
- Able to work independently and as a motivated team player
- Ability to perform some physical labor (hang banners, transport coolers, event asset set-up, golf cart transport, etc.)
- Ability to work long hours on "game day" for scheduled tournament dates (typical hours on an event weekend are: Friday 2pm-10pm, Saturday 8am-10:30pm, Sunday 8am-6:30pm)
- Desire to play an active role in the Youth Sports / Event Management industry in a fun, entrepreneurial environment