



Job Title: Operations Intern

Reports to: Director of Operations

Position Details: Intern will be involved in pre-event planning for various T3 summer tournaments, camps and training programs and will provide on-site operations support for several of these events.

Event-specific duties and responsibilities include:

- Assist director of operations in all event pre-planning on-site field logistics
 - Including field lining, equipment distribution and clean up
- Pre-event operational planning with a focus on the overall customer experience and on-site support at events (Check-In/Check-Out)
- Review pre-event attendance lists and contact individuals regarding check-in, payment, activity needs and similar items.
- Prepare attendee/club event documents such as team check-in sheets, player checklists, scorekeeper clipboards, etc.
- Serve as liaison between Director of Player Development/Event Manager and Director of Operations for all events when you are on-site

Company Wide:

- Maintain a key role in T3 customer service by being the initial point of contact for incoming calls and email inquiries.
- Manage office inventory, assist with filing, order supplies, assemble and distribute premiums.
- Coordinate the collection and shipping of event supplies including pinnies, coach premiums, game equipment, event signage and championship gear.

Required Qualifications: (Knowledge, Skills, Abilities)

- Excellent organizational skills with attention to detail and punctuality in communication and record keeping.
- Ability to develop strong interpersonal relationships with co-workers, vendors, parents, staff.
- Professional and courteous oral and written communication skills.
- Active listening skills, calm demeanor, strong ability to follow-up, passion to see project through to completion.
- Ability to succeed in team-oriented and independent project environments
- Ability to prioritize and multi-task jobs associated with position
- Microsoft Word and Excel proficiency. Photoshop and Illustrator experience a plus.

Required Education and Experience:

- Minimum of 1 Year of College Experience
- Lacrosse playing experience is preferable, but not required

This job description does not list all job duties associated with this position. You may be asked to perform other duties or be given other instructions as required. You will be evaluated primarily based upon your performance of the tasks listed

in this job description. Management has the right to revise this job description at any time, but you as an employee, will be informed when that change occurs.