



## AHSC Athletic Department Internship Position Description

**Position:** Athletic Department Intern

**Location:** AHCS

**Duration:** 7/7/25 – 5/15/26

**Department:** Athletics

**Reports To:** Athletic Director

### Position Summary:

The Athletic Department Intern will have the opportunity to gain firsthand experience in the management and organization of school athletic programs. As a key member of the Athletic Board, the intern will assist with various tasks related to event planning, communication, and promoting school sports programs. This role offers valuable insight into sports administration, leadership, and teamwork while making a meaningful impact on the student-athlete community.

### Key Responsibilities:

- **Assist in Event Planning & Coordination:** Help organize home games, tournaments, and pep rallies, including coordinating volunteers, creating promotional materials, and managing logistics.
- **Social Media & Communications Support:** Aid in the creation and management of social media posts, newsletters, and flyers to promote school athletic events and achievements.
- **Survey & Feedback Collection:** Assist with gathering feedback from students, athletes, and coaches to assess the athletic program's performance and areas for improvement.
- **Administrative Support:** Provide organizational assistance for Athletic Board meetings, including taking notes, preparing agendas, and assisting with communication between student-athletes, coaches, faculty, and staff..
- **Team Collaboration:** Collaborate with board members, coaches, and athletes to help implement new initiatives, encourage school spirit, and increase student involvement in athletics.
- **Mentorship and Leadership Development:** Participate in training sessions and meetings that promote leadership skills and sports administration knowledge.

### Benefits:

- **Experience in Sports Management:** Gain hands-on experience in organizing, promoting, and overseeing athletic programs at a high school level.
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- **Professional Skill Development:** Enhance leadership, communication, teamwork, and organizational skills while working with faculty, students, and athletes.



- **Resume Building:** Strengthen your resume for future job or collegiate applications by participating in a unique internship program that provides exposure to the sports management field and event coordination.
- **Networking Opportunities:** Build relationships with athletic directors, coaches, school administrators, and other board members who can offer valuable guidance and mentorship.
- **Community Engagement:** Contribute to a positive and energized school spirit by supporting the athletic community and helping shape the future of school sports.
- **School Spirit & Pride:** Experience the satisfaction of directly contributing to the success and morale of your school's athletic programs.
- **Community Service Hours:** Fulfill the required community service hours.
- **Merchandise and Spirit Wear:** Have access to new merchandise and spirit wear and gifted certain products.

#### **Qualifications:**

- Student will be a freshman or above in the 2025-2026 at AHCS with an interest in sports, leadership, and/or event planning.
- Strong communication skills, both written and verbal.
- Ability to work well with others and as part of a team.
- Organizational skills and attention to detail.
- A positive attitude and a willingness to learn and contribute.
- Passion for sports and school spirit is a plus.

#### **How to Apply:**

Interested students should submit the following to the athletics website or school office by June 1, 2025:

A brief personal statement (150-300 words) explaining why you're interested in the internship and what you hope to gain from the experience.

- A letter of recommendation from a teacher, coach, or school staff member.
- A completed application form (available from the school office or online).

For more information or questions, please contact Anthony Asbury at [ahcsatheltics@ahchristian.com](mailto:ahcsatheltics@ahchristian.com).

We look forward to welcoming an enthusiastic and motivated intern to the team!