**Wyoming High School** – **Athletic Director Intern**

**Position Information**

**Hours per Week:**
<30, Flexible hours

**Start date:** January 2016  
**End date:** April 2016

**Paid Position?**:
No

**Job Description:**
Required to have an understanding of what the Athletic Director is responsible for and ability to assist with specific tasks. This involves a variety of things including a lot of computer work and event management. This job will require communication skills (writing and speaking), experience with MS office and general computer skills, and to be successful you need to be very organized and detail oriented.

**Responsibilities:**

- Attend sporting events and carry out any tasks needed to run the event (EX: Measure discus throws and record scores for track and field meet)

- Contact referees prior to their games to confirm the sporting events time and place

- Review all the districts team schedules prior to each week to ensure the opponent(s) have the same information

- Once games are scheduled, upload them to www.schedulestar.com

- Upload score/game review after varsity football game to www.VNN.com (Varsity News Network) as well as the schools athletic website www.wyomingwolvesathletics.com

- Contact local news channels with scores/stats

*These responsibilities are just an example of what a semester’s responsibilities can be. You’re responsibilities during the winter semester may slightly differ.

**Qualifications:**
Must be a sport leadership student looking to do an internship for academic credit

**How to Apply:**
Please send resume and cover letter** to Eric Berti at bertie@mail.gvsu.edu

**Write a cover letter showing what has prepared you for working in your field so far and how this internship will help solidify those skills.**