



Sports Programming Intern

Company Overview:

The Southern California Municipal Athletic Federation (SCMAF) is a non-profit organization comprised primarily of municipal recreation service-providing agencies throughout the region. SCMAF's membership consists of over 750 members throughout southern California.

Through its member agencies, SCMAF provides year-round youth and adult athletic competitions in a variety of sports. SCMAF's mission is to grow recreation-based sports programs. SCMAF provides its members with program support by offering insurance programs, rules, officials' and training and certification, networking opportunities and other essential resources.

Goal(s):

The goal of the Sports Programming Intern is to assist in the development and maintenance of SCMAF's sports programs which include: Adult Softball, Adult Soccer, Youth Basketball, Track and Field and Action Sports.

Objectives:

- Assist in the execution and implementation of programs (Adult Sports, Youth Sports and Special Events)
- Assist in the marketing of programs to members and participants
- Assist in filing reports from programs (Tournaments and /or Meets)
- Assist in the evaluation of programs and preparing reports for Committee chairs and Board of Directors
- Assist in the development of recreational staff training
- Provide outstanding customer service to the community (answer phones and respond to email/social media inquiries)

Qualifications:

- Undergraduate/graduate student at an accredited university
- Minimum 2.8 GPA
- Proficient in Microsoft Office Applications (Word, Excel, Publisher)
- Coursework in recreation and leisure studies or related fields

Intern will report to:

Program Coordinator/Member Services Coordinator

Company Information:

Phone: (626) 448-0853

Email: scmaf@scmaf.org

Address: 823 Lexington-Gallatin Road, South El Monte, CA 91733