Miracle League of the Triangle Internship

The role of the MLT Intern(s) is to assist the Executive Director and MLT staff as needed with clerical tasks for organizational administration and program tasks related to game day operations, fundraising, and special events. Hours may range from 10-20 hours per week depending on workload and game schedules. Work will primarily take place at the Miracle League office and ball field but may include other locations for special events or meetings.

*Junior Level Interns* are unpaid. Upon successful completion of at least two seasons of training, a candidate is eligible to become a *Senior Level Intern*, which is a paid role. *Senior Level Interns* are expected to be present during all game days as well as train and occasionally supervise Junior Level Interns.

**Expectations:**
- Demonstrate enthusiasm, love and concern for players and families
- Demonstrate high moral character and integrity on and off the field
- Attend scheduled meetings & trainings (some weeknights and weekends)
- Attend scheduled training days, game days, and end of season parties
- Be proactive going to management and volunteers for assistance when needed
- Be detail-oriented, working efficiently with time and supplies
- Possess effective communication skills (verbal and written)
- Promote and represent the Miracle League in a positive manner at all times.

**Duties include but are not limited to:**
- Administrative support of nonprofit and program operations, which may include correspondence, data collecting, data entry, document shredding, preparing mailings, spreadsheets, database clean-up, conducting screening calls to players, communicating to volunteers via email, phone and face-to-face.
- Coaches’ meetings - assist w/name tags, copies, assembling folders, set up/clean up
- Pre-season - assist w/ organizing uniforms and preparing for player and volunteer registrations
- Game Day - monitor registration table and assist as needed in game day operations
- Data entry – help track volunteer/player attendance, log registrations, etc.
- Volunteer Appreciation - assist in assembling and distributing volunteer thank yous
- Special events – support and assist with special events and fundraising opportunities as needed
- Internship program – recruit and supervise additional interns as required

Please send resume and introductory email/cover letter to Traci Hood, Executive Director, at Director@miracleleagueofthetriangle.com.