

# USA HOCKEY, INC.

## Job Description



### Summer Internship Women's Hockey Department



We do not discriminate on the basis of race, religion, national origin, gender, age, handicap or veteran status. All qualified applicants will be given equal opportunity. Selection decisions are based only on job-related factors.

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**Job Title:** Summer Intern, Player Development camps  
**Department:** Women's Hockey Department  
**Reports To:** Director, Women's Ice Hockey  
**Basic Function:** Support day-to-day operations and general responsibilities for the Director of Women's Ice Hockey

#### ESSENTIAL FUNCTIONS AND PRIMARY RESPONSIBILITIES:

- Provide on site and off site administrative support to the Girls' Player Development Camps.
- Maintain multiple databases and electronic filing system.
- Communicate effectively and efficiently with members and volunteers via telephone and e-mail.
- Assist in event and administrative coordination for teams participating in international competitions.
- Coordinate and assist with travel and meeting specifics.
- Perform other duties as assigned.

#### MINIMUM QUALIFICATIONS AND REQUIREMENTS:

- Enthusiastic, positive attitude.
- Strong work ethic.
- Must be comfortable working in a demanding, fast-paced environment.
- Excellent organizational, interpersonal, and communication skills.
- Ability to effectively manage several projects simultaneously.
- Ability to work with field volunteers, and senior staff.
- Strong computer skills essential with knowledge of Microsoft Office (Word, Excel, Access, Power Point, Outlook).
- Ability to maintain confidentiality.
- Experience and understanding of non-profit, volunteer organizations.
- College degree preferred.
- Experience and interest in the sport of hockey.

**LOCATION:** Colorado Springs, CO

**AVAILABILITY:** May 2010-August 2010

**SALARY:** Commensurate with experience

#### APPLICATION PROCESS:

To apply, submit a letter of application, current resume, and a list of references by mail, email or fax to: (no phone calls please)

USA Hockey, Inc.  
Attn: Marissa Halligan, Women's Hockey Dept.  
1775 Bob Johnson Drive  
Colorado Springs, CO 80906  
[marissah@usahockey.org](mailto:marissah@usahockey.org)  
Fax: 719-538-1160