



## JOB DESCRIPTION

**POSITION:** Community Outreach & Youth Sports Intern  
**DEPARTMENT:** Community Outreach  
**REPORTS TO:** Director, Community Outreach / Youth Sports Manager  
**STATUS:** Unpaid, College Credit Only

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**SUMMARY:** Serve as assistant to the Community Outreach and Youth Sports Department with duties as it relates to the Orange Bowl Committee operations and events.

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### ESSENTIAL FUNCTIONS:

#### *Community Outreach*

- ◆ Assist with all Community Outreach Programs and Events including but not limited to: Field of Dreams Scholarship Benefit, OBYFA, Big Buddy Program, High School Football Championship Program and Orange Bowl Induction Programs
- ◆ Assist in the distribution of Community Outreach contributions and scholarships
- ◆ Manage and Maintain Community Outreach Databases
- ◆ Assist in identifying staff community service opportunities
- ◆ Assist in scheduling meetings with the Community Outreach Committee and recording meeting minutes
- ◆ Maintain the Purchase Order system.
- ◆ Manage Mail and file system, including: Handle and distribute incoming correspondence, Execution of outgoing mail and shipments. Filing of incoming/outgoing correspondence and/or any documentation deemed necessary.

#### *Youth Football Alliance*

- ◆ Assist with the coordination of all cheer and football meetings with league and team officials
- ◆ Document minutes from each meeting with league and team officials
- ◆ Participate in the OBYFA Registration Campaign
- ◆ Assist with the management and collection of the OBYFA database
- ◆ Assist with all aspects of the OBYFA playoffs
- ◆ Assist with the coordination of the Park of the Week program
- ◆ Assist with the collection of League & Park required documents
- ◆ Assist with program to ensure that all participants are wearing their patches
- ◆ Weekly participation and visits to OBYFA games and special events
- ◆ Work alongside the Events Department on the Cheer and Dance Championship and Bowl Before the Bowl
- ◆ Collect and process incoming applications, YFA Grant and reporting forms, Scholarship requests and programs.

### ***Qualifications***

- ◆ Must be able to maintain confidentiality of all corporate, personnel and research matters.
- ◆ Attention to detail and adaptability to a changing environment is extremely important as well as dependability.
- ◆ A willingness to work long hours required at times.
- ◆ Highly organized and attention to detail. Excellent communications and interpersonal skills. Proofreading skills required.
- ◆ Proficiency in MS Outlook, Word, Excel and PowerPoint. Photoshop and Publisher a plus.
- ◆ Must be available to work ALL Orange Bowl Committee events (weekdays and weekends) including but not limited to the Orange Bowl Youth Football League
- ◆ Other duties may be assigned to meet business needs.

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