

# Job Description for Sports & Activities Internship Cincinnati Sports Club

**A. Reports to:** Operations Manager

**B. Nature of Work:**

Candidate will be responsible for the effective and efficient operation of the fitness club during shifts and for providing a high level of customer service to all. Intern will also have at least one sport or fitness related project to complete

**C. Example of Duties:**

1. Is knowledgeable, understands, and follows all rules, policies, and procedures of Club, including soccer and front desk areas.
2. Gain management experience including supervisory skills, hiring process, training process, and evaluation process.
3. While working the soccer games, candidate will develop connections and relationships with players & coaches while performing customer service tasks.
4. Complete at least one sports or fitness related project ranging from research to program development to hands on tasks
5. Attends all trainings and meetings as assigned to improve knowledge.
6. Research any potential off season revenue producing program to be perform on the indoor field.
7. Additional tasks as assigned by supervisor.

**D. Knowledge and Skills:**

1. High-school degree required. Current enrollment in collegiate program is required
2. Desire to take on many job responsibilities and work with a management team is a must.
3. Must possess excellent communication and customer service abilities along with strong dependability and reliability.
4. Previous work experience in a sport or fitness environment is a plus.

**NOTE: This is an unpaid internship with paid part-time employment opportunities in various departments (if desired). Ideally this internship would be completed by Oct. 15<sup>th</sup>, 2010. The internship start and end dates are somewhat flexible, as are the number of hours per week, depending upon student's course requirements. Undergrad and grad students are encouraged to apply.**

Please email cover letter and resume to [kdanbury@cincinnatiportsclub.com](mailto:kdanbury@cincinnatiportsclub.com) or Mail to  
Cincinnati Sports Club  
3950 Red Bank Road  
Cincinnati, Ohio 45227  
513.527.4000  
[www.cincinnatiportsclub.com](http://www.cincinnatiportsclub.com)