



JOB TITLE: Youth Recreation Coordinator Intern

SUPERVISOR: Director of Camp Operations

Run To Win Outreach is a sports ministry reaching out to the greater Puget Sound Area with a positive message of hope founded in the Christian faith. Using the powerful platform of sports, Run To Win (RTW) offers a wide variety of events throughout the year organized around sports. RTW Outreach's main platforms are Summer Sports Camps as well as Chaplaincy and community events. Run To Win is sharing the inspiration of Christ with young kids, athletes, coaches and sports enthusiasts across our region. From the sandlots to the major league fields, God has positioned Run To Win to make an impact!

Internship Outline

Thank you for your interest in Run To Win! Run To Win's internship program is designed to meet your specific needs and expose you to non-profit ministry operations, including designing and coordinating programs, administration, networking, real-world problem solving, sharing the gospel, and developing a servant's heart. It is our hope for you to become equipped as a leader in youth recreation and apply your education and faith in a sports and ministry environment.

Brief Internship Description

This part-time seasonal position directly supports the Director of Camp Operations and enables successful programming for coaches and campers. This Recreation Coordinator Internship ensures the quality of program activity delivery (including camp activities, Bible Battles, snacks, daily opening and closing programs, training and other camp needs) in collaboration with the Director and Assistant Director of Camps. Support and take a leadership role in daily check-in and check-out at camps, parent communication, equipment pick-up & drop-off, and staff supervision. You will also work in the office learning the back end of camper registration and necessary preparation for successful camp programming. Assist with possible marketing opportunities in the community. Provide a quality experience to campers & families focused on RTW's vision of sharing the gospel through sports and developing winners on and off the playing field. Represent God, Run To Win and self in a professional manner of safety and fun. All employees are required to comply with the Run To Win Employee Handbook.

MAJOR DUTIES AND RESPONSIBILITIES

January-May

- Assist Director of Camps with Venue contracts
- Learn and navigate camp registration software
- Prep for Coaches Training
- Print Bible Battle Verse Cards
- Assist with Coaches Hiring Process
- Assist with website design for camp registration
- Assist with Photography & 4 Quarters Schedule
- Assist with designing and placing yard signs in local areas



- Assist in creating & distributing camp marketing material
- Participate in local community outreach events
- Answer ad hoc questions from constituents
- Organize and prep camp Supplies & equipment
- Pick up and drop off camp equipment at the RTW Office
- Update and schedule weekly camp details emails
- Maintain Partner relationships and manage communication

June-August

- Assist in planning and leading Coaches Training
- Assist with full-day camp support
- Manage coach scheduling, including substitutions

QUALIFICATIONS FOR THE JOB

Age:

20 years of age or older OR Jr/Sr level courses

Experience:

1-3 years in field working with children 5-16 years

Specifics:

This is a PT summer position from January-August 2025. January – May: 10-15 hours a week – potential for hybrid work. June-August: 30-40 hrs/week, \$20/hour

Other:

A sense of 'call' to ministry work
A cell phone to clock-in and clock-out on the Heartland app and to communicate with the Director of Camps**
A reliable form of transportation to pick up equipment and commute to and from camp and office

- Assist with prepping in the office for upcoming camps
- At Camps...
- In partnership with Camp Director and the Assistant Camp Director, oversee camper and coach day-to-day procedures and activities
- Attend camp(s) to lead welcome, group game, close-out
- Ensure coaches are actively engaged and implementing camp programming
- Maintain high energy with campers
- Arrive 45/30min prior to camp to assist with set up and manage clean-up
- Lead or delegate prayer during pre-camp coaches huddle
- Other Duties as assigned

**Wifi may not always be available at camp locations

KEY COMPETENCIES

Must have received Jesus Christ as Lord and Savior
Must love the Lord and have a servant's heart
Must be passionate about sharing the gospel
Must love working with kids
Must have experience playing/coaching sports
Must have strong communication skills
Must have strong organizational and time management skills
Must have an appreciation for diversity
Must be coachable and proactive
Must be a team player