



INTERNSHIP OVERVIEW

Title: Operations Internship

About Leveling the Playing Field:

Leveling the Playing Field (LPF) is a nonprofit organization that brings access and equity to children in under-resourced communities to enjoy the mental and physical benefits of youth sports participation. LPF does this through the collection of used/excess sports equipment from schools, manufacturers, individual families, and others. After being inventoried and sorted by volunteers at the LPF warehouse, the equipment is then redistributed to a school, sports league, or other organization in an underserved community and placed into the hands of a child who cannot afford their own equipment.

Job Description:

LPF seeks applicants to assist the organization in day-to-day operations during the busy sports equipment collection season. Operations Interns will gain first-hand experience with the planning, coordination, and execution of various community outreach events around the area. Operations Interns will also learn all aspects of how the LPF warehouse operates, including sports equipment inventory management, engaging volunteers, and logistics at our warehouse.

Duties & Responsibilities:

The goal of the LPF Operations Internship is to assist the organization expand its mission to the community through the following: (1) assisting with collection drives; (2) facilitating volunteer events; (3) warehouse management; and (4) other projects as necessary.

REQUIRED SKILLS:

- A passion for youth sports participation and giving back to those less fortunate
- Dependability
- Work ethic
- Ability to problem solve
- Ability to work with volunteer groups of various ages
- Basic administrative skills
- Driver's License & clean driving record

OTHER DETAILS:

- Semester: Spring (Feb - May), Summer (Jun - Aug), Fall (Sep - Dec), Ongoing
- Hours per week: 10-20 hours
- Workdays: Flexible, Weekdays & Weekends available
- Pay: Yes

How to Apply:

To apply, submit a resume and cover letter to jobs@levelingtheplyingfield.org with "LPF Operations Internship" in the subject line.

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