



Management + Operations Intern

Job Type: Full-time (35-40 hrs/week), for school credit only (limited stipend positions available)

Our Mission: to engage and develop inner-city Austin youth athletically, academically and spiritually, empowering them to lead the transformation of their communities. We leverage baseball, softball, and Christian-based mentoring to achieve this mission.

Our Vision: a transformed East Austin community in which every child has a qualified mentor; access to thriving schools, athletic programs, and churches; and a pathway to lifelong success.

About RBI Austin

RBI Austin, an affiliate of Major League Baseball's Reviving Baseball in Inner Cities program, is a nonprofit organization in Austin, Texas providing baseball and softball leagues, clinics, and Bible-based mentoring to underserved youth and communities. More information at www.rbiaustin.org.

Responsibilities

The RBI Management + Operations Intern will gain skills in the following areas:

Administration (25%)

- Work directly with program staff to learn administration of programming through registration, volunteer onboarding, and other administrative systems in compliance with Major League Baseball's guidelines and policies
- Gain experience in non-profit, sports management through player registration, volunteer support, roster creation, schedule coordination and more
- Serve as co-commissioner of a RBI baseball/softball league division by providing volunteer support, creating a positive culture of appreciation, tracking league standings, and enforcing league standards of operation

Operations (75%)

- Learn how to lead RBI Austin Summer League operations *from the ball field* through game-site management, facility management, and field maintenance
- Gain experience in community relations through working with various community partners (City of Austin, Youth Sports Associations, etc.)
- Grow in executing and coordinating both on and off-the-field RBI events such as Jr. RBI Opening Day, Closing Ceremonies, and Volunteer Appreciation Dinner



Expectations

- Pursuing and initiating discipleship relationships
- Regular communication with RBI Austin supervisor and staff
- Attendance at the following:
 - Weekly RBI Austin Operations meeting
 - Weekly RBI Austin Spiritual Development meeting
- Internship hours*:
 - Mon – Thurs: 2pm – 10pm (if not working evening, then 9am – 5pm)
 - Friday: minimal work day
 - Saturday: 7am – 6pm (must be available to work Saturdays for gamedays)
 - Sunday: Sabbath rest

*Exact work schedule will vary from week to week, not to exceed 40 hours per week

About You

We're seeking a candidate who possesses the characteristics and qualifications below:

- **A self-starting, team player:** You are an others-minded, self-starter who is comfortable with both taking initiative and working in collaboration. You are able to work on a team toward specific goals in a mutually edifying and supportive manner.
- **A teachable learner:** You maintain a teachable and open attitude, have a desire to learn, and display a willingness to try new things.
- **A strong communicator:** You enjoy people and understand that successfully working on a team requires communication, communication, communication.
- **A flexible attitude (and schedule):** You are above no task, take plan changes in stride, and have the ability to work nights and weekends.

Join our team! Interested in applying? Email internships@rbiaustin.org for more information to begin the application process.