

SUMMER INTERNSHIP MANAGEMENT + OPERATIONS



Reports to: Program Coordinator or Program Director

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

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.

Mission: RBI Austin seeks to engage and develop inner-city Austin youth athletically, academically and spiritually, empowering them to lead the transformation of their communities.

Vision: RBI Austin envisions 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 THE POSITION

Job Vision:

- To steward and contribute to the advancement of the kingdom of God in Austin
- To grow spiritually through weekly RBI staff Bible studies
- To gain valuable leadership experience and skills
- To assist in operations of RBI Austin
- To be a chief servant to RBI Austin's constituents (volunteers, participants, partners)
- To engage the church of Austin in opportunities to make disciples through RBI Austin
- To biblically love and serve "the least of these" and equip others to do the same

Essential Duties and 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 (Monday 2-3pm)
 - Weekly RBI Austin Development meeting (1 hour/week)
- Internship hours available:
 - Mon – Thurs: 2pm – 10pm (if not working evening, then 9am – 5pm)
 - Friday: minimal work day
 - Saturday: 7am – 6pm
 - Sunday: Sabbath rest

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.
- **A believer in the Bible:** You diligently seek a vital and growing personal relationship with the Lord. You are a student of the Scriptures and a person of prayer. In all areas of life and witness, you seek to shepherd the people of RBI Austin by being an example to the flock (1 Peter 5:3).

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

