Athletic Director Internship

The Heart & Hand Center is a 501c3 non-profit organization dedicated to improving the lives of at risk youth and their families, in the Northeast Five Points Community of Denver. The Center runs programming for Kindergarten-12th grade youth, Monday-Friday, from 3:00-6:30pm. Additionally, we extend support to enrolled families by providing resources, referrals, and emergency assistance to guardians.

The Heart & Hand Center seeks a motivated Athletic Director to provide athletic programming to at-risk youth at the Center. This internship offers interns an opportunity to create lesson plans, instruct participants, and get hands on experience working with youth. The Physical Education Intern works directly with the Heart & Hand Center Director.

Qualifications:

- Must be pursuing, or have completed a Bachelor's Degree
- **Consistency**: Be sure you are able to attend the Heart & Hand Center's weekly Physical Education groups.
- Must be proficient in providing instruction on an array of athletic activities, including (but not limited to):
    - Basketball
    - Tennis

    - Soccer
    - Football
- Must have strong communication skills
- Must posses a nonjudgmental attitude
- Must enjoy working with children

Position Duties:

- Create weekly lesson plans of organized athletic activities for each age group
- Recruit and manage volunteers to assist in the athletic program
- Create clear guidelines and objectives for each athletic activity
- Set up competitions with other after school providers for athletic events
- Other duties as assigned

Work Schedule:

This is a 10-15 hrs/wk internship. Program hours are from 3:00-6:30pm Monday-Friday. Internship hours will take place within these parameters, but are flexible.

To Apply:

Submit resume and cover letter by email to Nikki Cady at nikkicady@heartandhandcenter.org with Athletic Director Internship as the subject heading.