**Job Title:** Intern, Disabled Hockey  
**Duration:** May 2020-April 2021  
**Department:** Membership Services  
USA Hockey National Office (Colorado Springs, CO)  
**Reports To:** Manager of Disabled Hockey  
**Basic Function:** Support day-to-day operations and general responsibilities of Disabled Hockey operations.

**INTERN -- Essential functions and responsibilities include, but are not limited to:**
- Contact local associations to maintain and update database of disabled hockey programs.
- Verify and approve disabled hockey rosters and eligibility.
- Administer and enforce disabled hockey rules and regulations.
- Coordinate and administer several events including but not limited to: Sled Select Camp, Disabled Hockey Festival, Sled Hockey Classic, Warrior Classic, Special Hockey Classic, and Blind Hockey Classic.
- Create and update Disabled Hockey resources and best practices.
- Support Disabled Hockey marketing and communication initiatives.
- Answer phone and email inquiries regarding disabled hockey.
- Other duties and assignments as required.

**Required Qualifications:**
- Obtained or working towards a Bachelor’s Degree, preferably in sports management, sports marketing, physical education, special education or related field.
- Must have excellent organizational, administrative and communication skills and a superior ability to work with others, particularly in a volunteer setting.
- Ability to communicate and work cooperatively with internal staff and external personnel.
- Ability to make clear decisions, based upon company policy, to make sound judgments and to exercise independent thinking.
- Ability to understand, comprehend, recall and communicate policies and procedures is essential.
- Computer proficiency is required with extensive knowledge of Microsoft Excel, Outlook and Word.
- The ability to coordinate several tasks simultaneously and to work independently with little supervision is required.
- Must also have the ability to travel outside of CO as needed, estimated three trips.

**Preferred Qualifications:**
- Knowledge of USA Hockey and the ice hockey industry is preferred.
- Knowledge of adaptive sports is preferred.
- Knowledge of the National Governing Body (NGB) and Olympic/Paralympic industry.

**Compensation:**
$12.00/hour  
Hours: Up to 30 hours per week.

**Availability:**
Position to begin in May 2020 and will last through April 2021 in Colorado Springs, Colorado office. Potential for travel and on-site responsibilities at summer camps and events as determined.

**Application Procedure:**
Interested candidates should submit a current resume and list of references to beth.mahr@usahockey.org.