**Job Description**

**HIGH PERFORMANCE INTERN**

**Summary**
The main function of the High Performance Intern is to provide support in the organization and management of USA Boxing's High Performance training camps and international competitions. The High Performance Intern works closely with the High Performance Manager and High Performance Coordinator.

**Duties & Responsibilities of the High Performance Intern:**

- Assist with coordination of travel and logistics for High Performance training camps and competitions.
- Assist camp preparations as necessary, including but not limited to, producing schedules, apparel distribution, compilation of training videos, and fulfilling day to day needs to assist in creating an optimal training environment.
- Assist with inventory and distribution all High Performance apparel and equipment
- Catalog video captured in training and international competitions for scouting and athlete evaluation purposes.
- Draft and distribute After-Action Reports (AARs) for all camps and competitions, as well as ensure completion by all athletes and staff.
- Process competition results and conduct research to identify top performing athletes in the US and the world.
- Provide assistance to membership, via phone and email, regarding High Performance inquiries
- Other Duties as Assigned
**Qualifications**

**Education**
Bachelor’s Degree, preferred but not required

**Skills and Competencies Required**
Excellent communication skills, both written and verbal  
Leadership ability  
Strong technology skills, including use of PCs and Microsoft Office products. Dartfish experience a plus.  
Personable and friendly  
Ability to multi-task  
Possesses sound judgement and critical thinking, problem solver  
Detail-oriented  
Time management skills  
Methodical in approach to completing tasks  
Flexibility – the ability to execute contingency plans  
Must be able to work under pressure in a sometimes fast-paced environment  
Ability to lift and move boxes, equipment, anything related to putting on a boxing event  
Willingness and ability to travel nationally and internationally, being responsible for a group

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Position Type: Internship  
Position Dates: June-December 2022  
Reports To: High Performance Manager & High Performance Coordinator  
Supervisory Role: None  
Compensation: $13.00/hour  
Working conditions: Office building with cubicle  
Typical schedule is M-F, 8am to 5pm, 1 hour for lunch  
Overtime may be required during and leading up to major events

For full consideration, please submit a cover letter and your resume by 05/20/2022 to hkissack@kdhrconsulting.com