



## INTRAMURAL INTERNS

Objective: To plan, implement, develop, promote, and evaluate a comprehensive intramural sports program that includes both women and men over the course of the school year.

### Internship Expectations:

- Christian commitment: You are expected to integrate your faith into your role as a Communiversity intern.
- You must have the desire to serve this campus by utilizing your position and creating opportunities for others to get connected to the APU community.
- Participate in Fall training (approximately two and a half weeks before the start of school)
- Participate in Spring staff retreat (first weekend after school starts)
- Work together with other interns to implement Communiversity events.
- Work 5 hours a week in the Office of Communiversity.
- Meet weekly with either the Communiversity Professional Staff and or the graduate assistants.
- Attend weekly Communiversity staff meetings.
- Work with the Communiversity Professional Staff , graduate assistants, and administrative assistant in the implementation and organization of: contracts, correspondence, budget, financial paperwork.
- Other duties as assigned by the Communiversity Professional Staff or the graduate assistants.

### Office Programming Expectations (for ALL interns):

- Midnight Breakfast (each semester)
- Fall Fest
- Homecoming Events
- Les Femmes
- Spring Dance
- President's Hike
- Last Bash
- One Campus Recreation Tournament

### Individual Programming Expectations:

#### Fall Semester

- Organize and implement fall intramural season (co-ed softball, co-ed volleyball, women's flag football, men's flag football)
- Coordinate the Annual All Star Women's Flag Football and All Star Men's Flag Football games during Homecoming week

#### Spring Semester

- Organize and implement fall intramural season (co-ed soccer, men's and women's basketball)
- Coordinate the Annual IM Intercampus Basketball Tournament.

#### Both semesters

- Supervise intramural team sign-ups, rosters, and game schedules
- Communicate clearly to ALL athletes regarding IM expectations (sportsmanship rule)
- Coordinate the hiring, training, and termination of all the referees and athletic trainers
- Update current records and post it weekly on the IM website
- Manage Communiversity's IM equipment rental service
- Work closely with the Athletic Department and FEC to reserve athletic facilities

### Other Programming Expectations:

- collaborate with other offices
- proactively seek ways to create opportunities for commuters
- Proactively seek feed back from under represented groups on campus (i.e. MEP, ISS, etc.)
- Plan, develop, and distribute all promotion, publicity, and advertisement for Intramural events, in conjunction with other Communiversity interns.