

WIN for KC Fellowship

WIN for KC Fellowship WIN for KC is a division of the Kansas City Sports Commission and Foundation whose mission is to empower the lives of girls and women through sports and fitness. The WIN for KC fellowship position is designed for a female, college-level or above, who possesses enthusiasm and passion for WIN for KC's mission. This role connects the dots between the needs of the organization and the community. She will join the WIN for KC staff for the preparation and duration of the summer (May 1 - August 31). As the fellow, her role will be to assist in the planning, programming and execution of Camp WIN and the WIN for KC Triathlon & Duathlon; as well as any other tasks as necessary during the period of the fellowship. If you are enthusiastic, energetic, have a passion for sports and fitness, we want to hear from you! Experience working with children and/or young adults is strongly preferred, but not required.

JOB SUMMARY

The WIN for KC Fellow is responsible for providing support and coordination of logistics and communication for Camp WIN which is comprised of the following key components: planning and execution of 3 week-long sessions of Camp WIN in June, communication to campers and captains, team captain recruitment and training, oversee groups and serve as a point of contact for all captains. In addition, the Fellow will also assist in the planning and execution of the WIN for KC Triathlon & Duathlon which takes place in July. In this role, the Fellow is expected to provide hands on assistance leading up to and on event day.

ESSENTIAL DUTIES

- Provide planning support and coordination for all Camp WIN programming & activities including but not limited to:
 - Managing 300 campers and 150 team captains in an orderly fashion
 - Planning sports for sessions
 - Coordinating team and team captain placement
 - Creating staff and team Handbooks
 - Communicating with participants and captains
 - Assist with scholarship groups
 - Leading groups to sports
 - Oversee teams while at sports to ensure participation
 - Assist with coordinating food/snack
 - Communicate with other Camp staff members
 - Serve as leader for all Camp attendees and captains
- Provide planning support and coordination for WIN for KC Triathlon & Duathlon
 - Learn the logistics of the Triathlon/Duathlon Course
 - Help with course set up and breakdown before and after the event
 - Assist in communication to participants, volunteers and vendors
 - Serve as information source at packet pick up and on race day
 - Provide support to other staff members and volunteers
- Assist the WIN for KC staff in additional programming planning and logistics throughout the tenure of the fellowship as needed

ADDITIONAL RESPONSIBILITIES

- Ability to solve practical problems in a quick and timely manner and interpret a variety of instructions furnished in a written or oral form
- Represents WIN for KC in a positive, professional and enthusiastic manner at all times
- Presents a neat and appropriate appearance
- Works cooperatively with others
- Completes all work in an accurate and timely fashion
- Works flexible hours as required
- Performs other duties as assigned

EDUCATION AND EXPERIENCE

- Pursuing Bachelor's Degree or Graduated
- One to two years of event planning experience preferred
- One to two years of experience working with youth

KNOWLEDGE, SKILLS AND ABILITIES

- Existing knowledge of the logistics of Camp WIN and the WIN for KC Triathlon preferred
- Excellent organizational, social, communication, public speaking, public relations, active listening skills, detail oriented
- Must have good time management and leadership skills
- Ability to work and communicate effectively with staff and volunteers
- Passion for WIN for KC mission to empower women and girls through sport

JOB QUALIFICATIONS

- Employee is occasionally required to be on feet for extended periods of time. The employee must be able to lift and/or move up to 40 pounds.
- Valid driver's license and insurance, reliable transportation.

Job Type: Full-time Stipend Position that runs from May 5 - August 2.

Please send cover letter and resume to Madi Osias at mosias@sportkc.org.