



Winter/Spring Intern:

Quillian Center has positions available to assist full time staff with daily operations and programs. Intern(s) will be hands on assisting with administrative responsibilities, sport leagues, after school activities, and special events.

A majority of our winter and spring program revolves around youth and high school basketball leagues. Intern(s) will have the opportunity to schedule practices, games, and officials, keep score, produce a weekly newsletter and update the web site with current standings, etc. Other responsibilities would include game day prep., and possibly fill in as a coach or referee as needed. Intern(s) will also produce a post-season special event which includes team pictures, contest for the players, coaches vs. parent's game, all-star competition and arrange for a featured guest speaker. Intern(s) will also oversee adult sports leagues and game day operations. In addition, Quillian Center operates a state licensed after school program. Intern(s) will assist with daily programming, supervision and learn to manage the standards set forth by day care licensing.

During the spring, Quillian Center hosts a number of special events on campus. Intern(s) will work directly with staff and be involved with the planning and implementation of these special events which include an Easter Egg Hunt, Corporate Challenge and Golf Tournament. Intern(s) will also be educated on Quillian Center's annual budget, marketing, facility maintenance, and will meet with Quillian's board of director's.

Quillian Center is the Sports and Recreation Ministry of First Methodist Houston and those working here are expected to adhere to the Christian growth principles which we stand for. In addition all potential employees' must complete the proper background check and Safe Sanctuary training. This Internship will accept students as early as December and will pay an hourly wage for half the Internship hours required by the University.

Please send resume to:

Tom Gaden, Director

tgaden@quilliancenter.org

(713) 458-4705

