

Summer Internship – University of Iowa Volleyball Camps

Position Title: Volleyball Camps Intern

Location: University of Iowa

Duration: Spring / Summer 2026 – Official dates to be discussed

Reports To: Camp Director – Emily Sparks / Volleyball coaching staff

Position Overview

The University of Iowa Volleyball Camps are seeking a motivated and detail-oriented intern to assist with the planning and execution of summer volleyball camps. This role offers hands-on experience in sports administration, event coordination, and marketing within a collegiate athletics environment.

Key Responsibilities

- **Registration Management:** Oversee camper registration process, maintain accurate records, and assist with troubleshooting registration issues.
 - **Financial Support:** Process refunds and manage payment-related inquiries.
 - **Customer Service:** Respond promptly and professionally to camper and parent emails.
 - **Communication:** Draft and send camp-related correspondence, including reminders and updates.
 - **Event Setup:** Assist with on-site camp setup and logistics.
 - **Marketing & Design:** Create graphics for promotional materials and social media platforms.
 - **Social Media Engagement:** Schedule and publish content to promote camps and engage participants.
 - **Merchandise Management:** Order and organize camp t-shirts and manage inventory for the camp store.
 - **General Support:** Provide additional administrative and operational assistance as needed.
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Qualifications

- Strong organizational and time-management skills.
 - Excellent written and verbal communication abilities.
 - Proficiency in Microsoft Office and familiarity with graphic design tools (e.g., Canva, Adobe Suite) preferred.
 - Ability to work independently and as part of a team.
 - Interest in sports administration, marketing, or event management.
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Benefits

- Hands-on experience in collegiate athletics operations.
 - Networking opportunities with University of Iowa Athletics staff.
 - Practical skills in event planning, marketing, and customer service.
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To Apply – Please send a resume and cover letter to Emily-sparks@uiowa.edu