



INTERNSHIP POSITION DESCRIPTION

Title: American Volleyball Coaches Association Intern
(Awards and Recognition Emphasis)

Reports To: Senior Director of AVCA Awards

Classification: Paid – Hourly

The American Volleyball Coaches Association (AVCA), located in Lexington, Kentucky, is seeking candidates for a collegiate intern for the 2026 fall semester either remote or in-person. Interns will be exposed to a variety of elements related to the fields of association and membership management consisting of, but not limited to, membership recruitment and retention practices, media collection and editing, and managing national award programs.

ESSENTIAL FUNCTIONS:

Under the supervision and direction of AVCA staff members the intern will learn to:

1. Assist with the implementation of the AVCA award programs at all levels to include national All-America and Coach of the Year awards.
2. Assist as a contact for the MaxPreps/AVCA High School Player of the Week program.
3. Help track the top girls high school teams across the country to assist in bi-weekly rankings poll.
4. Collect media and RSVPs in preparation for AVCA Annual Convention.
5. Provide support for planning and execution of annual AVCA Phenom Program at the AVCA Convention.
6. Opportunity to attend AVCA Annual Convention and assist with onsite event execution.
7. Assist with the management of the membership database and records.
8. Other related tasks assigned by AVCA staff.

GOALS:

1. Provide the intern with broad experience in sports administration, association management and event management.
2. Allow the intern opportunities to interact with others in the company to better understand the many aspects of the AVCA and its parent company, Associations International.
3. Provide the intern an opportunity to demonstrate and gain valuable experience and marketable skills in the fields of sports management and association management.

POSITION REQUIREMENTS

1. Applicant must be available to work Mondays and ideally Tuesday as well.
2. Motivated and possess the ability to work under close supervision.
3. Must have high attention to detail and be able to move quickly from one task to another.
4. Excellent written and verbal communication skills.
5. Working knowledge of Microsoft Outlook, Word, and Excel.
6. Remote interns will use their own equipment.

For more information please contact Bradley Wilson at bradley.wilson@avca.org or 859-219-3520.