



## INTERNSHIP POSITION DESCRIPTION

**Title:** American Volleyball Coaches Association Intern (*Events & Education Emphasis*)

**Reports To:** Director of Education & Chief Strategy, Brand & Innovation Officer

**Classification:** Paid – Hourly; Remote (*In-office opportunities available if desired*)

**Schedule:** ~12 hours/week divided across 3-5 days (*Additional hours may be available*)

The American Volleyball Coaches Association (AVCA), located in Lexington, Kentucky, is seeking a driven and detail-oriented intern for the Fall 2026 semester who is passionate about volleyball and interested in gaining real-world experience in sports event planning and association management.

This internship offers a unique opportunity to play a meaningful role in planning and executing the AVCA Annual Convention, one of the largest volleyball events in the world—attended by more than 3,000 volleyball coaches from across all levels of the sport as well as the AVCA Beach National Championships - the premier women’s pairs event for collegiate beach volleyball.

## ESSENTIAL FUNCTIONS

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

- Provide hands-on support in planning and coordinating the AVCA Annual Convention, held in conjunction with the NCAA Division I Women’s Volleyball Championship in addition to AVCA Beach National Championships
- Assist with the organization and scheduling of 140+ education sessions and speakers, including speaker communication, session tracking, and materials coordination.
- Assist with AVCA scholarship programs designed to bring new and future coaches to the Annual Convention
- Provide assistance in organizing and executing key convention components, including:
  - AVCA Career Center
  - Awards Banquets
  - Coaching Education Seminars
  - Volleyball Marketplace
- Assist with event logistics surrounding AVCA Beach National Championships, the premier pairs event for collegiate beach volleyball.
- Support additional education and association initiatives as assigned by AVCA staff.

- Potential opportunity to attend the AVCA Annual Convention and assist with onsite execution, gaining real-time, hands-on experience in live event operations.

## **GOALS**

- Provide the intern with meaningful, hands-on experience in sports event planning and association management.
- Offer exposure to the inner workings of a national sports organization dedicated to serving and growing the volleyball community.
- Create opportunities for the intern to interact with AVCA staff, coaches, and scholarship recipients to better understand career pathways in coaching, sports management, and athletics administration.
- Equip the intern with marketable, resume-building skills in planning, coordination, communication, and execution of large-scale sporting events.

## **POSITION REQUIREMENTS**

- Strong interest in volleyball, coaching development, and/or sports events.
- Exceptional attention to detail and ability to manage multiple tasks.
- Excellent written and verbal communication skills.
- Working knowledge of Microsoft Outlook, Word, and Excel.
- Remote interns must utilize a personal computer for job-related functions.