



JOB DESCRIPTION

TITLE: Operations Intern
REPORTS TO: Director of Programs & Operations
DEPARTMENT: Operations
DATE: Spring, Summer, or Fall semester
SALARY GRADE: Internship (unpaid)
REQUIRED HOURS: 12-15 Hours per Week (JR Internship)
40 Hours per Week (SR Internship)

POSITION PURPOSE:

Founded in 2005, Pitch In For Baseball & Softball collects and redistributes new and gently used baseball/softball equipment in an effort to contribute to youth development through the growth of youth baseball. We work with a variety of partners to achieve our mission of helping increase access to the sport. This position will focus on assisting with warehouse logistics and organization.

SPECIFIC DUTIES:

Warehouse and Office:

- Unpack, sort, and inspect incoming inventory
- Assist in the preparation of outgoing equipment to programs
- Organize/Count inventory
- Help manage shipments via UPS online shipping tools
- Document and data scanning and entry
- Attend equipment distribution events as needed
- Attend outreach/community events on PIFBS's behalf when appropriate
- Other general administrative tasks as assigned

EXPERIENCE, KNOWLEDGE, AND SKILLS:

- Ability to juggle multiple projects simultaneously while maintaining high quality standards
- Ability to work independently with little supervision
- Excellent interpersonal skills
- Proficient in Microsoft Office, including Outlook, Excel, PowerPoint, Word.
- Knowledge of the different types of baseball and softball equipment.

PHYSICAL DEMANDS:

While performing the operations related duties of this job the individual should be able to lift a minimum of 50 pounds. Close vision and manual dexterity are required to access data utilizing a personal computer.

Any student who is interested in a Pitch In For Baseball & Softball internship can send their resume to Steve Bizon (steve.bizon@pifbs.org) or Chris Albright (c.albright@pifbs.org).