



Manklin Meadows Racquet Complex

Internship Requirements

Position:

The Ocean Pines Association is seeking a high achieving intern looking to gain professional experience in grassroots and community tennis initiatives. Applicants for this internship **must have some tennis playing and/or coaching experience** and should feel comfortable working with players of all ages/skill levels. The OPA is happy to work with respective colleges and universities to offer course credit and supervision.

Position Overview:

This position will assist with the overall function of the Racquet Sports Complex. The applicant will be expected to provide outstanding customer service to our members and guests playing tennis, platform tennis and pickleball.

Position Timeline:

Internship will begin on May 16th and run through September 5th. Start date and end date can be adjusted to satisfy academic requirements. Interns must be able to work all days (nights/weekends) during the internship unless approval is granted prior to acceptance.

Location:

The Manklin Meadows Racquet Complex is a division of the Ocean Pines Recreation & Parks Department. The Racquet Complex is located at 11443 Manklin Creek Road, Ocean Pines, Maryland. This complex is currently home to 8 Har-Tru Tennis Courts, 4 Asphalt Tennis Courts and 4 Platform Tennis Courts. This complex is scheduled to undergo construction in early 2016 that will include the addition of 4-8 pickleball courts and 1 additional platform tennis court.

Commitment:

The number of hours might vary, depending on terms of agreement for course credit (if applicable). Interns are expected to attend all promotional events, including limited evening and weekend events. Applicants must have access to a car; housing is not provided and daily transportation costs will not be reimbursed. This internship is unpaid, however once the necessary credit hours have been completed the position may be extended through the rest of the “season” with pay.

Job Description(s):

There are several areas where a resourceful contributor may have opportunities to make a significant impact. Examples include, but are not limited to:

1. Assisting with running of youth tennis clinics/camps
2. Assisting with planning & implementation of OPA sponsored tournaments/events.
3. General office and operational support
4. Inventory Management
5. General Maintenance (painting, pressure washing, weed removal, windscreen replacement)
6. Har-Tru court preparation & daily maintenance.
7. Participate in group projects as directed by the Facilities Manager.
8. Assist volunteers and chairpersons in preparing their areas (tennis, platform tennis, pickleball) for tournaments/events.
9. Verify memberships and sign in sheets.

To Apply:

Please fill out an application (located online at www.oceanpines.org) or send resume and letter of interest with dates of availability (subject line: “OPA Community Racquet Sports Internship”) to Sonya Bounds at sbounds@oceanpines.org .