



Athletics, Program & Administration Internship

About Detroit PAL

Detroit PAL is a non-profit organization with the mission of Helping Youth find their Greatness. The organization is positively impacting the lives of 8,500 youth each year through athletic and enrichment programs. PAL also empowers the community by training 1,000 volunteers and coaches, by creating safe places for kids to play, and by running quality programs which keep young people healthy and active. Detroit PAL's home office is located at the Old Tiger Stadium on Michigan near Trumbull, which is a hub of programming excellence for youth in and around Detroit.

Key Responsibilities

- Develop and implement a key internship project that assists the organization and staff
- Work directly with Program and Administration Coordinators to manage the needs and responsibilities of program management.
- Learn and assist with the planning, coordination, execution, and evaluation of Detroit PAL athletic and youth enrichment programs
- Work directly with senior non-profit leadership
- Work across the organization on multi-departmental projects

Desirable Credentials, Skills and Traits

- Able to work in a team environment
- Willingness to take the initiative and drive progress
- Solid project management skills
- Good attention to detail and organization
- Decent writing and communication skills
- High standards for excellence in execution

General Internship Objectives

- Understand the goals and objectives of the Detroit PAL and the projects being conducted by program and administration staff
- Gain a better understanding of the uniqueness of running youth development programs in an urban environment
- Develop an understanding of the programmatic process from development to execution to evaluation □
Learn more about non-profits and program management
- Develop an understanding of how programs and fundraising work together at a non-profit

Next Steps

To apply for the position please email your resume and cover letter to **intern@detroitpal.org**. Please note that this is an unpaid internship.