



WORK WITH TRACKTOWN YOUTH LEAGUE

What is the TTYL? Created by the Oregon Sports Authority and TrackTown USA, the [TrackTown Youth League](#) is a series of free all-comer track meets across Oregon, open to all youth ages 7-14. The TrackTown Youth League was created to encourage Oregon youth from all backgrounds and income levels to become healthy and active members of the community, inspire youth to participate in track & field, and further Oregon's position as the spiritual home for the sport in this country. In 2018 the TTYL served 2,300 Oregon youth across 15 regional meets held in all corners of the state. Nearly half of all participants were new to the sport, and 11 of 15 meets were held in neighborhoods where over 50% of students identify as economically disadvantaged. All TTYL meets serve as qualifiers for the annual TrackTown Youth League Championship, traditionally held in conjunction with an elite track and field experience at Eugene's historic Hayward Field. Past TTYL Championship meets have been held at the IAAF World Junior Championships, Olympic Trials, and the NCAA Outdoor Track and Field Championships.

Who are we looking for? We are seeking enthusiastic team players passionate about serving youth in their communities to help us operate the 2019 TTYL Season from April-July. TTYL interns have an opportunity to gain exposure to all levels of non-profit program management- from marketing and community outreach to event operations and to program data analysis- while working in a dynamic environment that includes time both in the office and out in the field. Are you a passionate advocate for youth in your community eager to connect families to a new activity? Are you a star at event organization looking for on-the-ground experience managing a state-wide sports event series? Are you a media whiz ready to unleash your creativity? Have you ever been called a "track nerd"?! If you can answer yes to any of these questions, keep reading!

What will you do? Interns will specialize in one of the roles described below, but all positions will be asked to travel to a portion of the TTYL meets to support meet set-up, athlete registration, meet operations, results and awards, and meet clean-up requiring weekday evening and weekend work hours. Please note that candidates should be comfortable walking and standing for long periods of time, and lifting equipment. In addition to attending track meets, a schedule for weekly in-office hours at our Portland office during regular business hours will be determined with each candidate based on their weekly availability. Total time commitment will begin at 5-10 hours per week in March and increase to 30 hours per week in May and June, depending on meet schedule. A vehicle will be provided for the TTYL team to travel to meets, but all candidates should have reliable transportation to get to and from the OSA office. All roles will be compensated at \$11-15 per hour, depending on experience. **To apply for any of the open positions described below, please send a current resume and a cover letter specifying which role you are interested in to info@oregonsports.org.**



Marketing Assistant

The TTYL marketing assistant will support meet operations, recruit event participants through diverse channels, and help develop the TTYL “brand” through written and digital storytelling, social media, and PR opportunities.

Primary Responsibilities

- Assist with design and implementation of program marketing calendar
- Manage Email marketing campaign using our regional contact database
- Engage in grassroots marketing and community outreach events (phone calls, poster distribution, tabling at community events, etc.)
- Prepare press releases
- Design/curate content for TTYL media opportunities (website, social, blog, etc.)
- Manage TTYL Social Media accounts
- Take photo/video/participant interviews
- Travel to meets to assist with day-of meet operations

Minimum Qualifications

- Education and interest in marketing, communications, or PR
- Basic skills in Microsoft suite, including Excel
- Functional knowledge of social media platforms including Facebook, Twitter, Instagram
- Strong verbal and written communication skills
- Passion for sport, community engagement, youth engagement, and/or health and wellness

Additional Preferred Skills

- Photography and/or video experience
- Experience with Adobe Photoshop and/or Adobe Premier
- Track and Field Fan



Program Administration and Community Relations Specialist

The TTYL marketing assistant will support meet operations, recruit event participants through diverse channels, and learn essential elements of program administration such as managing participant registration and program data collection and communicating with program participants.

Primary Responsibilities

- Assist with grassroots marketing and community outreach events (emails, phone calls, poster distribution, tabling at community events, etc.) with emphasis on recruiting in underserved communities, athletes with disabilities, and first-time track participants
- Manage program registration, assist participants with online registration process
- Prepare and send program communication through our E-Newsletter and emails to program participants
- Manage meet results data post-meet and track Championship qualifiers
- Manage Championship meet registration
- Travel to meets to assist with day-of meet operations

Minimum Qualifications

- Experience and interest in program management, event management, or community outreach
- Strong skills in Microsoft Excel and/or Database Management
- Attention to detail and ability to accurately enter and sort data in our registration and results databases
- Strong verbal and written communication skills
- Passion for sport, community engagement, youth engagement, and/or health and wellness

Additional Preferred Skills

- Familiarity with other youth & community service organizations and programs in Portland metro area
- Familiarity with immigrant & refugee communities in Portland metro area
- Multi-lingual
- Interest in data analysis or statistics
- Track and Field Fan

Meet Operations Leader

The TTYL Meet Operations Leader will assist OSA staff in pre-meet planning of each event. At meets, the meet operations leader will support the local event director to coordinate meet-day staff and volunteers and delegate tasks during the meet.

Primary Responsibilities

- Communicate with local meet directors to ensure logistics are in place for each meet
- Serve as liaison with timing company
- Manage volunteers
- Take the lead on meet set-up, overall meet supervision, and meet clean up
- Enforce meet policies, address safety issues, and ensure overall program quality at meets
- Serve as clerk of course, finish line manager, or other key roles during meets as needed
- Provide positive “customer service” to youth and parents participating in program
- Assist with managing meet registration data and meet results data, tracking championship qualifiers, etc.

Minimum Qualifications

- Experience and interest in program management, event management, and/or track and field operations
- Strong verbal and written communications skills
- Attention to detail and ability to accurately enter and sort data in our registration and results databases
- Experience in customer service or family engagement- comfort working in fast-paced environment with both kids and parents
- Strong organizational skills
- Ability to self-manage, travel, and perform job responsibilities unsupervised
- Ability to stand for several hours at a time and load/unload vehicle
- Valid driver’s license

Additional Preferred Skills

- Deep knowledge/familiarity with track and field and typical track and field meet structure
- Multi-lingual