



JOB TITLE: National Office Intern

REPORTS TO: Chief of Sport & Event & Membership Director

SUMMARY:

USA Artistic Swimming is the National Governing Body for the Olympic sport of artistic swimming in the United States.

USAAS is looking for a determined and competent intern to join our team for the months of December - May 2026. The National Office Intern will primarily work with the Chief of Sport & Events & Membership Director. This position will be based out of the USA Artistic Swimming national office in Colorado Springs, CO but open to remote. The position is an \$500 per month with the ability to earn credit towards a degree as well as the potential to travel to domestic events.

Candidates should be prepared to work in a fast-paced, team environment and will finish the internship having gained broad experience across multiple departments in the sports industry. The internship can be tailored to provide increased experience in the specific departments or areas the student is interested in.

Interested candidates should submit a resume and cover letter to the Events & Membership Director, Baylee Robinson, by December 5, 2025.

baylee@usaartisticswim.org

DUTIES AND RESPONSIBILITIES:

- Service member requests
 - Club and member registration
 - Sport 80 training requirements and troubleshooting
 - Inputting membership data
 - Servicing athlete transfer requests
- Assist with planning, logistics and execution of events
- Execute various administrative duties to help full-time staff members
- Potential for domestic travel to USA Artistic Swimming championship events
- Other duties as assigned

MINIMUM QUALIFICATIONS REQUIRED:

- Must be currently enrolled in a university and receiving credit for completion of internship
- Junior and Senior level students preferred; additional candidates will be considered based upon level of experience

AVAILABILITY:

- Applicants should be available to start no later than December 15
- Work schedule subject to applicant's availability with minimum of 10-20 hours per week

DESIRED SKILLS:

- Individual must be self-motivated and able to work without constant supervision
- Must be able to remain positive and keep composure when faced with conflict
- Proficiency with Microsoft Office (Word, Excel, and PowerPoint)
- Ability to manage multiple projects at once
- Prior experience in and knowledge of the Olympic Movement is a plus but not required

WORKPLACE REQUIREMENTS & CONDITIONS:

This is primarily is open to in office or remote candidate and, the position will require some light lifting of no more than 40 pounds. Field work may consist of standing for extended periods of time, crouching, reaching, and bending. Field work may also be in areas of high noise levels. The applicant will need to be able to successfully operate basic office equipment with ease.