

#### HOURS OF OPERATION

Monday-Friday 10 am–8 pm

Saturday 10 am–3 pm

Sunday 10 am–3 pm

#### WEB

[www.ocsc Katy.com](http://www.ocsc Katy.com)

#### EMAIL

[info@ocsc Katy.com](mailto:info@ocsc Katy.com)



#### ADDRESS

1808 Woodcreek Bend Ln

Katy, TX 77494

#### PHONE

(281) 395-6736

# INTERN/WORK STUDY PROGRAM

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Open Court Sports Complex (OCSC) offers many special events throughout the year in which college Intern / Work Study students are essential to assist with activities.

As an OCSC Intern / Work Study, you have an opportunity to learn and enhance your own professional abilities, such as:

Ability to Work with Others. Teamwork. Communication. Organization and Time Management. Reliability. (If you are early, you are on time. If you are on time, you are late. If you are late, you don't get the job.)

Problem-Solving. Training. Stress Management. Ability to Work Under Pressure. Attention to Details.

Critical thinking "is mode of thinking about any subject, content, or problem and the analysis of facts to form a judgment" — which will inevitably lead to solving the actual problem or discourse. Use your best judgment.

Resiliency Training. This requires stamina. But remember, take a knee when needed. Keep your mental well-being in check.

Part of being of OCSC's great Intern / Work Study program the student's desire to grow, finding a career field that you're passionate about or something that inspires you.

We offer the opportunity to gain experience in -

- Business,
- Marketing
- Management
- Liberal Arts
- Kinesiology
- Exercise Science, etc.

Other reasons to Intern / Work Study -

- Helping others
- Making a difference
- Connect with your community
- Develop new skills
- Building on existing skills

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## INTERN / WORK STUDY ASSISTANCE IN SPORT

OCSC relies on it's manpower develop and maintain it's business enterprise. Our target business area is sports managment. The venue manages a team to work in day to day operations sporting events, facility care, customer service, etc.

## INTERN / WORK STUDY PARTICIPANTS

If you have a special skills or knowledge base you would like to share with others such as art, athletics, nutrition, or literature we welcome you to submit your information.

## TIME COMMITMENT

OCSC's Intern / Work Study program asks for a student commitment of 10 - 30 per week, to include weekends.

## SUPERVISION

While serving as a Intern / Work Study participant, duties will be supervised by the OCSC Facility Manager.

## REQUIREMENTS

A Intern / Work Study applicant must be enrolled in an accredited educational institution and is maining a GPA of no less than 2.0.

## QUALIFICATIONS

Strong organization and writing skills. Knowledge of computers, data entry, etc. Pleasnt manner, patience, problem - solving, dependability and well - spoken individuals are required. Must be a self starter and possess strong leadership qualities.

## APPLICATION

All Intern / Work Study Participants must have a declared area of interest. A more detailed selection process such as an interview may be required to ensure a good fit for the OCSC Intern / Work Study Program

## AGE

Intern / Work Studys must be 14 years or older with parent/guardian consent). Any Intern / Work Study participant must be 18 years or older.

## BACKGROUND CHECK

Intern / Work Study participants will be required to submit to a criminal background check and a drug test.

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## EXPECTATIONS

### APPEARANCE

Your personal appearance conveys a general impression to the public. OCSC attire will be provided. Participant's dress should be in good taste, clean, neat and appropriate for the duties being performed.

### PUNCTUAL IN REPORTING FOR DUTY

In order to provide efficient service to our Guest, Intern / Work Study participants are required to report on time as scheduled.

### CODE OF CONDUCT

One of OCSC's core beliefs is to provide a place to learn and grow. Positive attitudes keep the facility fun. In order to ensure the health, safety and welfare of our Guest, OCSC and staff will adhere to and enforce our policies.

### DRUG-FREE WORKPLACE

OCSC is a drug-free facility. The possession, use, or distribution of illegal drugs and-or alcohol is prohibited. Persons violating this policy will be dismissed and banned from Open Court Sports Complex.

### SMOKING AND TOBACCO USE

Use of tobacco products is prohibited.

### COMMUNICATION WITH TO OCSC PERSONNEL

Professional and effective communication should be used at all times when interacting with your peers, OCSC employees and supervisor. Respond to phone call messages and emails in a timely manner.

### INTERACTION WITH CUSTOMERS AND PROGRAM PARTICIPANTS

Intern / Work Study Participants are expected to interact and communicate with customers in the same manner as any other OCSC employee with respect and courtesy. You are representing the Open Court Sports Complex while fulfilling your Intern / Work Study duties. If a customer has a question or comment in which you cannot address direct them to your supervisor or to customer service for assistance.

### TRAINING

Intern / Work Study Participants are required to attend training as designated by duty position. The program requires orientation attendance.

Prior to any Intern / Work Study assignment or recruitment effort, a position description must be developed for each position. This position will

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be given to each accepted Intern / Work Study and utilized in subsequent management and evaluation efforts. Position descriptions will be reviewed and updated at least once a year or whenever the work involved in the position changes substantially.

All position descriptions shall include a description of the purpose and duties of the position, a designated supervisor and worksite, a timeframe for the performance of the job, a listing of job qualifications, and a description of job benefits.

If interested in Intern / Work Study opportunities, please visit our Intern website page at <https://www.ocskaty.com/Intern> or call 281-395-6736.