

JOB TITLE: Scouting Associate
LAST UPDATED: March 2024
REPORTS TO: Assistant Director of Player Personnel
EXEMPT STATUS: *Non-Exempt*

Our mission at the Minnesota Vikings is to Advance the Vikings legacy through the passionate pursuit of excellence.

We strive to achieve, we put the team first, we seek to learn, we exhibit high character, and we are committed to a diverse, equitable and inclusive environment.

SUMMARY: The Minnesota Vikings are seeking Scouting Associates to assist in all aspects of the player personnel department. This will include pro and college prospect evaluations, coordinating player workouts, special teams' advances and preparing documents for scouting reports, All Star games and the Combine. You will help to support coaches and personnel staff with relevant resources during the changing parts of the yearly cycle; This position will be required to work most weekends and may include travel.

In addition to the duties described above, the Scouting Associates will take part in the Vikings' exclusive Leadership Development Program. This program will provide regular opportunities for professional development and growth in order to boost the Associate's skillset and enhance their resume for future leadership opportunities. A fundamental part of the program will include clearly defined goals between the Associate and their Supervisor that will be tracked and measured for progress throughout the term of the program.

This is a temporary full-time position that will begin on June 3, 2024 and conclude on May 23, 2025, unless otherwise determined.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Assist with preparation of scouting reports
- Maintain scouting databases with up-to-day information
- Assist with proofing and production of advance scouting reports
- Assist with free agency player visits and workouts, including field setup, measurements and coordination across departments
- Create reports in support of scouting department initiatives and plans
- Create practice flipcards for scouts and coaches
- Evaluate roster via film analysis and submit reports
- Other duties as assigned in support of the day-to-day operations of the player personnel department

QUALIFICATION REQUIREMENTS:

- Some foundation/experience with the game of football
- Ability to handle multiple projects and tasks simultaneously.
- Ability to learn new skills/processes quickly.
- Strong work ethic.
- Excellent communication skills— including verbal, written, and presentation.
- Comfortable working in a diverse, team environment.
- Comfort making longer drives as needed (3-4 hrs).

CONFIDENTIALITY REQUIREMENTS: *This position may require the individual to have access to confidential records and information. To successfully perform this position, confidentiality of the information with which the individual has contact must be maintained.*

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Ability to perform physical tasks such as lifting and moving boxes.
- Ability to sit at a desk for extended periods of time.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Standard office + indoor/outdoor field environment

The Minnesota Vikings are committed to creating and sustaining a culture for you. Whoever you are, we are an organization that embraces and empowers people of all backgrounds and experiences and incorporate diversity, equity, and inclusion into the foundation of everything we do. We are proud to have a culture that empowers our people to harness their uniqueness to develop their full potential as a contributor to the success of the organization and the communities we serve. The Minnesota Vikings are an equal opportunity employer, and we continue to commit to creating equitable opportunities by ensuring that our place can be anyone's place.