



**Job Title:** Club Management Intern (Winter 2018)  
**Reports To:** Operations Manager  
**Date:** December 22, 2017

**JOB PURPOSE:** The Club Management Intern is responsible for assisting in the development and implementation of various sports programs and creation of new opportunities within the North Mississauga Soccer Club. Club Management Intern demonstrates customer service excellence and North Mississauga Soccer Club core values in all interactions with others. The intern will be considered an integral part of the Sports Management of the club, and as such, ideas and input will be greatly valued.

**RESPONSIBILITIES:**

- Administrative support.
- Sport Development support –research prospective sports that will add to the experience our members.
- Reporting on League Enrollment/retention reporting, Volunteer recruitment/orientations with Recreational Coordinator and Volunteer Coordinator
- Create and update League Management Time-lines. Reporting post-season, tracking survey's etc.
- Program and Event Marketing, utilizing website, social media platforms
- Other duties as assigned
- Assist with the High-Performance Program management (League 1 and OPDL)

**Administration**

- Identify opportunities for process improvement and recommend changes to the Operations Manager
- Identify and recommend areas for policy development
- Develop objectives and work with Operations Manager to successful achieve objectives
- Problem solve issues affecting the accomplishment of those objectives

**Teamwork**

- Work cooperatively with others to draw on their skills and viewpoints
- Keep others fully informed through staff meetings and regular on going communications
- Support and encourage others by providing positive feedback
- Speak positively and act in accordance with the Core Values as a representative of North Mississauga Soccer Club
- Work as North Mississauga SC Staff Team member, for overall NMSC operations, when needed
- Set an example to NMSC youth demonstrating leadership and positivity.

**QUALIFICATIONS:**

- In pursuit of Post-secondary degree or diploma in related field
- Effective communication skills – written and spoken English
- Computer skills
- Love of sport
- Standard First Aid and CPR (preferred)

**HOURS**

- 2-3 Days per week, business hours and some weekend/evening work

To apply, please send a cover letter and resume to Christopher Keem at [ckeem@nmsc.net](mailto:ckeem@nmsc.net). Please reference Club Management Internship Opportunity