



North Mississauga Soccer Club

10 Falconer Drive, Unit 12,
Mississauga, Ontario L5N 3L8
Phone: (905) 858 1227 Fax: (905) 858 8416
www.nmsc.net

Position Title: Intern, Soccer Programs
Position Status: Internship (Un-paid for Post-Secondary school credit)
Reporting Line: Recreational Program Team
Term: Sept-Dec, Jan-April, May-August

OVERVIEW

The NMSC is a National Licensed Club in Canada dedicated to the development of well- balanced, successful players at the recreation, competitive and high-performance level.

Our Mission

The club is committed to the development of its coaches, referees and players to their potential through the instruction of the tactical, technical, physical and psychological aspects of soccer. The club will instill sportsmanship while developing a community spirit among all of its members.

Our Vision

The North Mississauga Soccer Club will become a model community soccer club, excelling in the development and promotion of players and the enjoyment of the game by providing superior coaching and facilities while in the pursuit of excellence in the sport of soccer and in life.

RESPONSIBILITIES

Club Office (80%)

Hours: Weekdays 10am to 5pm at Clubhouse

- Work closely with the Club's Program Coordinator to coordinate administrative/organizational processes for the recreational teams
- Assist the Club's Program Coordinator with the NMSC soccer programs' coordination, including but not limited to programs' uniforms & distribution and needs analysis
- Attend team meetings
- Assist with any clubhouse inventory or stock re-organization
- Assist with the OPDL and League 1 teams' program needs
- Organize all program medals/trophies for each season
- Organize uniforms for recreational programs + League1 programs
- Providing uniform to families registering after the programs have started (after main handout date)
- May assist with reception of clients
- May assist with answering phone calls at front desk and administrative duties associated with reception
- May assist with Equipment Management and allocation
- Creation of program surveys and reporting of data
- Canva marketing poster work
- Special projects such as website, social media, newsletter, market analysis or research, as needed
- Helping with any club wide or program specific events: AGM, Fun Day, Adult League, Tournaments etc...
- Scanning and saving required documents
- Working in Google Sheets and Docs for inventory and special projects
- Calling clients for program feedback or with quick questionnaires
- Answering client questions online, on call, in person or on the field



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On-Field (20%)

Hours: Weeknights, weekends for special events

- Assist with events' organization, uniform delivery and hosting of year end festivals and tournaments
- Assist with any program delivery needed: weekday, week nights, weekends

ELIGIBILITY

- Students who are required to complete an internship or co-op as part of their studies are preferred
- Students currently enrolled in a program focused on sport management or similar area of study are preferred

REQUIREMENTS

- Strong administrative, interpersonal, time-management & communication skills
- Strong computer skills (Microsoft Suite, G Suite)
- Leadership skills, enthusiasm and willingness to learn
- Previous experience in web design (WordPress) would be a strong asset
- Knowledge of non-profit sector would be a strong asset
- Knowledge of soccer industry in Ontario would be a strong asset
- Experience in organizing All Abilities sports programs would be a strong asset
- Own laptop required

HOW TO APPLY?

Interested individuals may submit their resume alongside cover letter to careers@nmsc.net

Cover Letter Mandatory Requirements (applications without a submitted cover letter or with a cover letter that does not include the items below will not be considered)

Please include the following items in your cover letter:

- your achievements and projects related to sports industry
- reasons why you think you would be a great fit for the role
- career ambitions/dream job/what you are passionate about - and the Club will do its best to help you get experience in those areas!

Your cover letter should not be longer than 1 page.

NMSC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all.