



MOOREDALE SOCCER CLUB

Job Title: Club Management Intern
Reports To: Soccer and Sport Manager
Date: July 20th, 2015

JOB PURPOSE: The Club Management Intern is responsible for assisting in the development and implementation of various sports and creation of new opportunities within the Rosedale-Moore Park Neighborhoods in Toronto. Club Management Intern demonstrates customer service excellence and Rosedale Moore-Park Association/Mooredale 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. Development of Leagues in Football, Hockey, Basketball, Soccer, Softball, Lacrosse.
- Sport Development support –research prospective sports that will add to the experience of youth and adults in the organization.
- Facility Management – Assist the Technical and Sports Administrators in facility acquisition and management. Also be involved in the Business Planning for the new facilities.
- Reporting on League Enrollment, Volunteer orientations.
- Create and update League Management Time-lines. Reporting post-season, tracking survey's etc.
- Program and Event Marketing.
- Other duties as assigned

Administration

- Identify opportunities for process improvement and recommend changes to the Soccer and Sport Manager
- Identify and recommend areas for policy development
- Develop objectives and work with Soccer and Sport Manager to successfully 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 Rosedale-Moore Park Association
- Work as Mooredale Staff Team member, for overall Mooredale operations, when needed
- Set an example to Mooredale 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@mooredale.on.ca . Please reference Club Management Internship Opportunity



The Rosedale – Moore Park Association operates Mooredale to provide recreational, cultural and educational programs for 7,500 members. A non-profit, charitable organization, Mooredale strives to be a focal point for the community. Membership in Mooredale enables families or individuals to enroll in any courses, activities or clubs offered by Mooredale. New members are welcome whether or not they reside within the boundaries of the Rosedale-Moore Park area.

Mooredale activities also include: recreational and special interest courses for all ages, sports for children and youth (soccer, football, basketball, lacrosse, hockey, softball); pool and tennis clubs, concerts and youth orchestras, licensed preschool for 18mo to 5 yrs, summer day camps for children, newsletter and special community events.