

JOB POSTING

Intern, Player Development

Position Title: Intern, Player Development
Position Term: January - April 2023
Location: Vaughan, Ontario
Reports To: Manager, Coach Education, Player Development & Club Licensing

Background:

Do you want to gain invaluable work experience in the world of amateur sport? Have you ever wanted to help grow the game of soccer in Ontario?

Ontario Soccer is actively searching for talented and ambitious interns who are passionate about the field of sport management and want to apply their knowledge at Canada's largest provincial sport organization.

Founded in 1901, Ontario Soccer is comprised of more than 500 Clubs servicing over 24,000 teams with 380,000 registered players, 70,000 coaches and managers, and 10,000 match officials, as well as countless volunteers, parents and supporters comprising a direct, multi-cultural community of over 1,000,000 Ontarians.

Ontario Soccer develops and delivers exceptional and sustainable programs and services throughout Ontario with the mission of providing leadership and support for the advancement of soccer in collaboration and cooperation with our membership, partners and other stakeholders.

An overall goal of Ontario Soccer is to assist with the development of soccer as a healthy lifestyle choice, provide a talented pathway for players to excel and encourage community involvement at all levels.

Position Summary:

Reporting to the Manager, Coach Education, Player Development & Club Licensing. This internship role will assist with the management of the expanding Ontario Player Development League (OPDL) in 2022. This position will specifically be involved with the administration of the OPDL program in the areas of compliance and discipline, data analysis, event management, strategic planning and competition management. There will also be involvement with the support and administration of the Club Licensing program.

Primary Duties and Responsibilities:

- Communication with OPDL Licence Holders



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- Work with Communications Staff to produce OPDL content for Ontario Soccer Newsletter and Website
- Data entry and management of OPDL Surveys and Assessments
- Design and implement reports and presentations for OPDL Management Staff
- Support implementation of OPDL Rules & Regulations
- Development and maintenance of applicable sections on the Ontario Soccer website and OPDL League website
- Planning and preparation of OPDL meetings and education sessions
- Build and maintain relationships with stakeholders both internal and external
- Administer the application and data collection for the Club Licensing program
- Work with Club Licensing staff on the assessment of organizations using provided software
- Liaising with OPDL Staff on matters relating to OPDL Management
- Filing and maintaining compliance reports
- Assisting with administration of league discipline
- Additional duties, as required.

Requirements:

- **Must be receiving a course credit for completing the internship**
- Effective verbal and written communication skills and computer skills
- Strong working knowledge of MS Office, particularly Excel and Power Point
- Organized with great attention to details
- Ability to work under pressure handling multiple priorities and be well organized to meet deadlines
- Interest in working with and supporting volunteers
- Ability to work flexible hours, including weekends and off business hours

Assets:

- Self-starter and able to work harmoniously with colleagues
- Work with great initiative and energy
- Basic understanding of the soccer structure in the Province of Ontario

To explore this opportunity further, please forward your resume and cover letter (with Intern, Player Development in the subject line) to

jobs@ontariosoccer.net

Submission Deadline is: **Friday, December 2, 2022 at 5:00 pm**

We thank all applicants for their interest, however, only those selected for an interview will be contacted.



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