



TSA Special Projects Intern

Part-Time: 25 hours/ wk (Apr-Aug incl.)

PURPOSE

To assist in the management of the summer-specific programs within the District and to be the dedicated point of contact for our U8 Festival program. To ensure accurate communication about, and delivery of the U8 Festival program and to assist the League Administrator in some League related administrative tasks.

DUTIES

- Manage the U8 Festival program- create calendar and ensure hosts are following the standard hosting procedures. Facilitate the hosting of the TSA U8 Festival from concept to delivery.
- Assist in the processing of player and coach registration books and other administrative duties
- Assist the League Administrator in the completion of TSA League related tasks
- Other duties as assigned

REQUIREMENTS

- Currently working toward a University/College degree in Sports Management, Sports Marketing or Business Administration
- Excellent communication skills
- Highly organized and time efficient
- Knowledge of excel, PowerPoint and highly efficient with modern technology

ADDITIONAL

- Adaptable with the ability to work in a fast paced, dynamic environment
- Ability to occasionally work non-traditional hours (evenings, weekends as required)
- Energetic and out-going personality
- Background in youth soccer an advantage.

TERMS

- **To be considered for this position, all applicants must be currently enrolled in a program approved by a university or college and require the internship for academic credit needed to graduate.**
- **Performance based honorarium of up to \$1000 may be payable at the end of the internship.**

Individuals interested in the above opportunity should submit a resume via email ONLY to Alan Gould, TSA Executive Director: agould@torontosoccer.net. **The deadline for applications is March 7, 2018**