



# ADMINISTRATION AND NETBALL OPERATIONS INTERN

Southern Football Netball League

**Position Title:** Administration and Netball Operations Intern

**Location:** Southern Football Netball League

**Reports to:** Administration and Netball Officer

**Position:** Internship (voluntary)

**Applications Close:** Sunday 25 February 2018

Inc. No: A0052503J

ABN: 81 295 351 439

Level 1, 145 Keys Road

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Moorabbin 3189

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## Overview of the role:

The Southern Football Netball League (SFNL) is an inclusive community sporting organisation that facilitates participation in football and netball, featuring 36 Member Clubs spread across Melbourne's south eastern suburbs.

An opportunity exists for a proactive student or recent graduate who is looking for an opportunity to gain valuable netball administration experience with a leading community sporting organisation. The Administration and Netball Operations Intern role will primarily be focused on netball operations, but will also include exposure to, and the opportunity to develop skills and experience in, event management, marketing and media.

Typical tasks may include:

- Player audits
- Maintaining best on court votes and leading goal shooter tallies
- Assist in the development of new policies for SFNL netball competitions
- Assisting with umpire administration and accreditation
- Interleague team management
- Event assistance
- First point of call (answering phones and greeting stakeholders)

SFNL Interns will have the opportunity to take a hands-on role during the 2018 SFNL Finals Series, which is scheduled for the months of August and September.

The successful candidate will be available 5-8 hours per week, is dedicated to their personal and professional growth, and willing to positively contribute to a tight-knit, well organised team.

In addition, the SFNL will be relocating back to Moorabbin Reserve alongside St Kilda Football Club, AFL Victoria and Sandringham Dragons later in the year, which may provide further professional development and networking opportunities with key stakeholders in the sporting and community industry for the successful candidate.

[sfnl.com.au](http://sfnl.com.au)

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This is an unpaid internship with an immediate start which will run until October 2018.

**Experience and Qualifications**

- Working with Children Check
- Drivers Licence
- Proficient IT skills
- High level communication and presentation skills
- Ability to work autonomously

To apply for this internship, please forward your resume and cover letter via email to [info@sfl.com.au](mailto:info@sfl.com.au).