**INTERNSHIP DESCRIPTION**

Job Title:Soccer Operations Intern

Department: Soccer Operations

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* Assist in team administrative tasks.
* Assist in the preparation of training sessions and special events.
* Assist team staff during training sessions and events.
* Assist in the operation of Armada FC youth clinics, training sessions, and events.
* Transport players/staff to various locations throughout Jacksonville.
* Other duties as assigned.
* Due to the cyclical nature of the sports and entertainment industry, the employee will be asked to work varying schedules to reflect the business needs of the company, including weekends.

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

College juniors and seniors only. Sports Management, Marketing, Advertising, or similar majors preferred. Sales experience a plus. College credit preferred, but not necessary. Juniors and seniors only.

**Communication Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

Competency with Microsoft Office Suite.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* While performing the duties of this job, the employee is constantly required to sit and use hands to operate telephone, type and operate computer and mouse. The employee is frequently required to talk, hear, and bend and twist neck. The employee may occasionally lift and/or move up to 10 pounds and rarely lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* While performing the duties of this job, the employee is in a typical office environment.
* The noise level in the work environment is usually moderate, but occasionally noisy.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_