



SAN FRANCISCO YOUTH SOCCER

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SFYS PROGRAM SERVICES INTERN JOB DESCRIPTION

OVERALL RESPONSIBILITIES

The Program Intern reports to the SFYS Director of Recreational Programs and works closely with the other SFYS staff (Program Managers, Program Directors and Executive Director). This is a flat rate paid internship. The Program Intern is responsible for being the operational Team Support for the soccer association as outlined:

DUTIES – SFYS PROGRAM SERVICES INTERN

Preseason

- Outreach:
 - Participate in the development and implementation of an outreach plan for recruitment for participants and coaches, including developing partnerships with CBO's for maximum participation and location possibilities.
- Manage participant registration process:
 - Help execute the registration process, including any pre-registration communication and preparation with SFYS staff. Must be hands-on and on-site during the registration process.
 - Help manage online and in-person registration, payments, waitlist etc.
 - Help in post registration staff debriefing process.
- Volunteer Support and Management
 - Serve as a SFYS contact and support for SFYS volunteer/paid coaches and team manager.
 - Ensure appropriate volunteer certification, clearance.
- Coach Meetings/Trainings
 - Should be present at coach meetings.
- Field and Equipment Management
 - Will help manage and work with SFYS field volunteers and paid field management staff, including scheduling and following up with services. Will also work with partners at SFRPD to help with logistics of fields and facilities.
- Other Opportunities:
 - Will have the chance to be a part of all meetings, conferences and projects that are appealing to intern, including and not limited to registration software demos, SFYS Board Meetings, Partnership meetings etc.

In-Season

- League operation & equipment
 - Monitor and post standings for all teams on SFYS Oscar website.
 - Help with management of volunteer field manager's equipment.
 - Manage invoicing of teams due to game forfeits.
- Referees/officials
 - Help develop referee recruitment and retention plan.
 - Help with management of referee mentors.
- Rules and Documents:
 - Work with SFYS Director of Recreational Programs in creating a rules and regulations guide for the season.
- Volunteers:
 - Recruit, manage and work with volunteers to help with office, field and other duties that help assist the program during the season.
- Communications:
 - Send out weekly communication to coaches, team managers and parents.

Post-Season

- Create an end of the season survey to send out to every coach and parent.
- Create an end of the season thank you note to all coaches and team managers registered.