

## **Membership & Club Development Internship**

An exciting opportunity has opened up at Athletics NSW to be involved in the membership/ club Development department.

The role provides a great opportunity for university students in their third to fourth year to gain some experience in an entry level position in the sports industry. The role will deal with all areas of recruitment and retention of members, work with clubs & other stakeholders. The role will also look at providing analytics for the company to make future business decisions. The role is perfect for someone looking to complete an internship.

The possibility of ongoing work exists for the right candidate.

### **Role Summary**

This role is responsible for assisting the Participation Manager in all areas pertaining to membership & Club Development.

### **Key Tasks & responsibilities**

- Provide Assistance with strategies to recruit, retain and service ANSW members
- Provide assistance and support to existing and new members
- Provide membership reports & updates
- Support strategies to recruit & retain participants to ANSW events/programs
- Undertake research to ascertain the needs, resource requirements and capacity of clubs
- Assist in the implementation of ANSW's Club Development Program in order to improve club Capacity for growth and to meet the needs of registered and potential members.
- Send out communications to clubs
- Learn to use & manager CRM software to Help ANSW with their Analytics
- Work with other ANSW analytics software (Tableau) to inform business decisions
- Process registrations & memberships

### **About the role**

The Intern position is a volunteer role based in the Athletics NSW office, whereby the successful candidate will gain practical experience in sports administration and regulation. Athletics NSW currently has a number of positions available in which the applicant must be available a minimum of one (1) day per week. The ideal candidate will use this opportunity to satisfy course- credit or work experience requirement for university of college.

### **General Knowledge, Skills & Experience**

- Good interpersonal skills
- Excellent Communication skills
- Good organisational skills
- Ability to work as part of a team and the ability to work individually as required
- Ability to receive and follow directions from a supervisor
- Ability to promote and commit to the values Athletics NSW
- Ability to follow the policies and procedures of Athletics NSW
- Working with Children Check

Should you be interested in applying for the program, please send a cover letter & resume to [james.matthews@nswathletics.org.au](mailto:james.matthews@nswathletics.org.au)