

Officials and Volunteers Assistant Internship

An exciting opportunity has opened at Athletics NSW to be involved in the Competition Department.



The Officials and Volunteers Assistant internship provides a great opportunity for a university student in their third to fourth year to gain experience in an entry level position in the sports industry. This internship will provide a comprehensive understanding of the management of the volunteer workforce. Volunteers are the backbone of sport in Australia and are an important cohort to manage.

Role Summary

This role is responsible for assisting the Athletics NSW Officials Coordinator to complete day to day and long term strategic tasks.

Key Tasks and Responsibilities

- Preparing officials resources prior to competitions
- Manage and respond to any issues or general enquiries as appropriate
- Contact officials and volunteers regarding upcoming events and opportunities
- Assisting the official coordinator and competitions team on events days.
- Assist in the development and functioning of an Athletics Youth Panel
- Follow the policies and procedures of Athletics NSW
- Perform and complete other duties as directed by the Officials Coordinator.

About the role

The Internship position is a volunteer role based in the Athletics NSW office, whereby the successful candidate will gain practical experience in sports administration and regulation. The applicant must be available for at least 1 day per week and the frequent Saturday to assist at events. The ideal candidate will use this opportunity to satisfy course-credit or work experience requirements for university or college. This internship is unpaid.

General Knowledge, Skills & Experience

- Good interpersonal skills
- Excellent communication skills
- Good organisational skills
- An interested in strategic planning
- 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
- Previous experience as an events volunteer is advantageous
- Working with Children Check

To apply, please email ashleighcrook@nswathletics.org.au