



JOB DESCRIPTION

Post Title	Coach and Sport Management Intern
Location	Gansbaai, Western Cape
Hours	35 p/w
Tenure	6/6.5 months (contract agreement)
Responsible to	Project Coordinator and Project Manager

JOB SUMMARY

Working for the Grootbos Foundation means immersing yourself in the development field and positively contributing to the lives of South African children and community members. The Grootbos Foundation has three subsidiary groups: Football Foundation, Green Futures and Siyakhula. The coach and sport management intern will mainly work with Football Foundation.

Responsibilities

- Oversee the development of coaches and the delivery of social messages
- Mentor and motivate our sport coaches and volunteers, providing support and feedback
- Support and create a link between our sport and educational programmes
- Implement new sports training for our programmes (soccer, field hockey, athletics, netball, kick boxing)
- Assist in planning events and scheduling games
- Identify training opportunities or courses for coaches
- Pursue partnerships with local and global sports for development organisations or sport bodies
- Project manager or facilitate projects such as Female Empowerment or Integration
- Liaise with the local community as well as local and regional schools and clubs
- Evaluate the performance of programme participants, assess their strengths and weaknesses and identify areas for further development
- Work alongside the coaches and ensure daily registers are recorded and monitored
- *Please note that you may on occasion be required to perform tasks that are not part of your normal daily duties, but may be necessary due to the operational requirements of the Foundation.*

Qualifications

- Minimum Education: Bachelor Degree in Sports Management Physical Education Coaching or related field
- 2 + years of sports coaching
- Experience in soccer, field hockey, athletics or netball
- Native-level English speaker, with outstanding communication skills, both verbal and written
- Proficient in Facebook, Twitter, Instagram, YouTube, Vimeo, Pinterest, Google+
- Proficient in Microsoft Office (Word, Powerpoint, Excel)
- Ability to work both independently and with a team
- Proactive with excellent interpersonal skills
- Driver's license with experience and willing to drive in South Africa
- Attention to detail and ability to work on multiple projects at a given time.

Desired Skills

- Experience with managing community coaches
- Experience managing and organizing while working with a large group
- Working/volunteering/studying overseas, preferably in a developing country
- Non-profit experience
- Knowledge and understanding of how sport as a tool can address social and educational issues
- Knowledge of current issues and developments in the sports and training field, including an interest of government policy and initiatives

To apply for this position, email your CV/resume and cover letter to:

Simone Davel

PO Box 148, Gansbaai, 7220

simone@grootbosfoundation.org

www.grootbosfoundation.org

Facebook: Grootbos Foundation

Twitter: GrootbosNGOZA

Instagram: Grootbos Foundation