



JOB TITLE:	Business Operations Management Intern
TYPE OF POSITION:	Internship
REPORTS TO:	CEO & President
LOCATION:	Hawaii (virtual workplace)
APPLICATIONS DEADLINE:	December 10, 2021
START DATE:	January 2022 (depending on student availability)
INTERNSHIP DURATION:	5 MONTHS (May 2022)

OBJECTIVE:

The objective of the Business Operations intern is to contribute to the general support and game day operations of the Oahu League of Hawaii Youth Soccer.

ROLES & RESPONSIBILITIES:

- General administrative support for the Business Operations Team.
- Assist in the set-up of the Fall Outdoor and Fall Futsal Seasons for competitive soccer clubs.
- Update League Management Timelines.
- Survey and report on membership satisfaction, volunteer satisfaction, while providing ideas to improve the league offerings.
- Assist in volunteer/parent engagement efforts.
- Assist with management of Budget.
- Attend Oahu League weekend matchdays.
- Assist with Sponsorship and Partnership activities.
- Other tasks upon request

LEARNING OUTCOMES

Selected candidates will develop essential skills and gain valuable experience within a team environment at a not-for-profit sports organization. These skills will assist the candidate in preparing them for life outside of the academic environment.

- Key Stakeholder Engagement (Parents, Volunteers, Players)
- Budget Management
- Program Creation

KEY ATTRIBUTES

- In pursuit of Post-secondary degree or diploma in related field (Business Administration, Sports Management/Administration, or other related programs).
- Effective communication skills – written and spoken English.

OAHU LEAGUE

Of Hawaii Youth Soccer Association
Kūhanauna (A Soccer Generation on the Rise)

Phone: 808.352.0631
Address: PO Box 1924 Aiea, HI 96701
Email: info@oahuleague.com
Website: OahuLeague.com



- Detail oriented
- Creative thinker
- Strong Team Player
- Initiative and ability to manage multiple projects and meet deadlines.
- Love of sport

COMPENSATION: These positions are volunteer positions and are available for School Credit only. Applicants not in school may still apply to gain experience.

HOW TO APPLY: Please send a Cover Letter and Resume to Christopher Keem at ceo@oahuleague.com - citing the position title in the subject line. No telephone calls please. We thank all applicants for their interest; however, those selected for an interview will be contacted.

HOURS

Typically, 10am-6pm three days per week depending upon college/university program requirements. Weekends or evenings will be required (one of two days per weekend minimum through the end of June)

ABOUT OAHU LEAGUE OF THE HAWAII YOUTH SOCCER ASSOCIATION

With over 4,200 players registered annually, Oahu League is dedicated to the development of well-balanced, successful players at the competitive levels. The Oahu League values Inclusiveness, Intentional Skill Development of players, coaches, administration, match officials and volunteers, Family-Balance, and Life-Long Enjoyment of Sport.

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