



Become a part of Toronto's most exciting grassroots basketball organization.

BASKETBALL WORLD TORONTO (BWT)

BWT is Toronto's most professional grassroots basketball organization that plans, develops and manages high quality basketball programs including leagues, camps and tournaments for men, women and youth year round. We are a professional, authentic and dynamic basketball organization that started off as a small business and has grown substantially since our inception in 2006. BWT was founded to meet the need for high quality basketball programs with a more authentic approach to the development and management of programs. Our youthful and energetic staff has built BWT into the largest provider of basketball programs and services in Toronto. BWT is driven to achieve our ambitious goals that aim to enhance the level of play of basketball in the city. For more information please visit www.bwt.ca.

INTERNSHIP TITLE & ROLE – VIRTUAL ADULT PROGRAM INTERN

LENGTH OF CONTRACT – Internship for 2 – 8 months (Depends on school internship requirements). The Intern will be expected to fulfill the requirements of the position for **ONE** of the time intervals **FALL** (Sept to Dec.) or **WINTER** (January to March) or **SPRING** (March to May) or **SUMMER** (June to August).

BWT requires a youthful dynamic individual to help with the development and execution of BWT's **virtual** adult basketball programs. Reporting to the Director & Program Coordinator, the successful candidate will be responsible for, but not limited to:

- Assist with the weekly planning, development, organization and preparation of planned events including communication to customers, setup, paperwork, website and other related event preparation work.
- Assistance with the virtual operations of the adult programs including all training programs and any new programs
- Complete administrative duties such database entry, statistical updates, rules and regulation updates.
- Maintenance of website information and help with the development, online distribution and promotion
- Respond to customer service inquires and issues via website and via email
- Some relationship development and management with customers, vendors, facilities and related staff virtually.

SKILLS & QUALIFICATIONS REQUIREMENTS

- Proven track record of working with people virtually and the ability to build relationships online.
- You are positive, enthusiastic and have an endless supply of energy.
- Strengths include attention to detail, highly organized, planning, problem solving and decision-making.
- Excellent verbal and written communication skills (telephone and in person).
- Customer service oriented and able to work independently.
- Reliable, punctual, hard work and motivated self-starter who likes to build things from scratch.
- Highly proficient in Google G-Suite, MS Office, Slack, Evernote and Monday.com or the ability to learn quickly.
- Some marketing, promotion or event coordination experience would be preferred.
- Experience working with adult in a virtual teaching environment in a sport would be ideal.

WORKING HOURS

Your commitment to BWT would involve weekdays with some weekend / weeknight work. All work will be done virtually until the CoVid-19 Pandemic has been resolved and it is safe for students to work at the office. **We do not expect a student to do in-office work until at least September 2021**

COMPENSATION

This intern position receives valuable planning, organizing & managing virtual grassroots basketball programs and **an honorarium based on their time and performance/impact to the business.**

HOW TO APPLY

Please apply online at www.bwt.ca, by clicking on **ABOUT** and then **Jobs**. Use the online application form to apply. Only candidates we are interested in interviewing will be contacted back based on fit for this position and the culture of BWT.

CONTACT INFORMATION: For more information, please contact the Program Coordinator through email at adult@bwt.ca.