



**ONTARIO
SOCCER**
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Ontario Soccer Internship Guidelines and Opportunities

Updated: January 2026

Ontario Soccer Internship Policy

At Ontario Soccer, we are committed to providing meaningful internship experiences that align with academic programs and support career development. This policy outlines the conditions for student internships within our organization.

1. Eligibility

Internships are available to students who:

- Are currently enrolled in an accredited academic program.
- Require an internship placement to receive **course credits** as part of their curriculum.

2. Compensation

- All internships are **unpaid**. Students must confirm their understanding and agreement to this condition before starting the internship.

3. Placement Structure

Ontario Soccer offers flexible internship placements to meet the needs of students and academic institutions. These placements can be:

- Full-time or part-time.
- Fall, winter, and summer semester placements available as required by the organization
- Varying in length and hours, including:
 - **100 hours**
 - **200 hours**
 - **400 hours**
 - A duration of **12 weeks**

4. Learning Objectives

- All internships are designed to provide valuable hands-on experience in the field of sports management, marketing, administration, coaching, or other related areas.
- The internship posting provides an overview of expected duties but is not a complete list. Additional tasks may be assigned to support organizational needs and provide further learning opportunities.
- Students will be assigned specific roles and projects that contribute to their professional growth and academic requirements.

5. Supervision and Evaluation



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- Each intern will be assigned a supervisor who will provide guidance, mentorship, and regular feedback.
- Upon completion, Ontario Soccer will ensure all evaluation packages are completed and returned to the academic institution.

6. Application Process

- Students interested in an internship must submit an application, including a cover letter, resume, and confirmation from their academic institution that the internship is credit eligible.
- Application windows open approximately 2 months before the upcoming semester
- Job Postings can be located on the Ontario Soccer Website, SIRC, or on the Academic Institutions Job board

Internship Opportunities and Descriptions

1. Member Services

Reporting to the Manager, Member Services. This internship role will provide support to the Member Services department during the winter and spring months of the year to help accommodate the influx of work for the department. The placement will provide an enthusiastic sport management student with the tools to excel in a sports administration environment. The placement will focus on a range of administration tasks that will equip you with an understanding of amateur sport processes and technical platforms in discipline, appeals, dispute resolution, complaints, registration and communications. This is a non-technical (coach/player) position and requires strong administration skills.

2. Facilities Administration

The successful candidate's primary mandate is to assist Ontario Soccer's Facility Operations Department, with a key focus on Facilities Administration. A main component of the role will be to work directly with the Manager, Facilities Administration to support the development of Walking Soccer Programming Implementation across the Province. Additionally, the candidate will provide support to the department within the areas of facility booking and facility operations. The candidate will also provide support with social media tasks by creating and publishing content for the Zanchin Automotive Soccer Centre and interacting with our social media followers. This position reports to the Manager, Facilities Administration.

3.0 Digital Communications

The successful candidate's primary mandate is to assist Ontario Soccer's Communications Department in social media by creating and publishing content, interacting with Ontario Soccer's social media followers, assisting with the management of Ontario Soccer's social media content calendar, flagging and



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responding to inquiries and messages on Ontario Soccer's various social channels, compiling data on social media campaigns and more. This position reports to the Manager, Digital Communications.

4.0 Finance

Reporting to the Accounting Analyst, this internship role will assist with the full accounting cycle of the organization to support execution of Ontario Soccer's strategic plan. The placement will expose enthusiastic students from accounting and finance programs to various aspects of a full accounting cycle, best accounting practices and their applications within a not-for-profit sport organization. Specifically, the job will focus on maintenance of vendors' databases, Accounts Payable and Accounts Receivable functions, as well as support for month-end activities such as banks reconciliation.

5.0 Development

We are seeking a motivated intern to join our Development Department, reporting directly to the department's Managers. This internship offers a unique opportunity to contribute to the growth of key areas within our organization. The areas of specialization include:

- Competitions
- Match Official Development
- OPDL & Club Development
- Player & Coach Development
- Provincial Xcel

6.0 Events and Summit (Winter Semester Only)

Reporting to the Manager of Partnerships and Events, this internship role will assist with planning of the 2025 Ontario Soccer Summit. Ontario Soccer's flagship event, the Soccer Summit is Canada's leading soccer development conference. Taking place on Feb 28th - March 2nd, 2025, in the Niagara area, the planning and organization of the Summit begins well before. Supporting the team of Event Coordinators, there may also be limited weekend work required in the execution of various Ontario Soccer Events.



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