



Carlton Football Club Internship Program

Internship: Sport Management / Community Education > Multiple opportunities available

Applications close: 16/11/18

INTERNSHIP DETAILS

Internships Hours: 200 hours (sport management practicum)	Location: Various – travel required to schools in the northern corridor of metropolitan Melbourne (own transport required) and to match day events.
Start Date: December 2018	End Date: 2019 > at the completion of 200 hours

Carlton Football Club is one of Australia's oldest and most prominent sporting institutions. The Club has a long history of proud supporters, premiership success and the most iconic guernsey in the country.

Known as the Blues, a reference to our navy uniform, Carlton Football Club is committed to be the most inclusive and united sporting organisation. Our people represent diverse communities and the club is strengthened by this diversity of culture and thought. We are focused on creating a sense of community and belonging for our staff, players and all our supporters.

Carlton Football Club, in conjunction with La Trobe University is pleased to offer a number of internship placements for 2019.

INTERNSHIP / PROJECT INFORMATION

The Community Team within the People, Education and Community Department of the Carlton Football Club are seeking their next cohort of interns to lead the facilitation of key community education programs within schools.

These internship positions will form a Community Education Team and play a pivotal role in leading key education programs. These programs will support the Carlton Respects initiative and the Carlton Football Club Social Impact Strategy in the promotion of gender equality for the prevention of family violence and other causes.

The interns will learn the social impact drivers supporting Carlton Respects and will facilitate education programs to students within schools situated within the northern corridor of Melbourne.

Interns will be provided with structured support and training to deliver these programs therefore, no previous experience in facilitation is required as this will be learned as part of the internship. Other duties may include coordination of match day activities, player visits within the community in addition to providing strategic and administrative support to the department.

This will provide interns with the opportunity to work with a range of stakeholders and to collaborate with various teams across the Club.

Interns will be required to work during the week and match days as required.

TASKS

Work closely with the Community Engagement Manager to:

- Plan, implement and evaluate a range of Community Education Programs
- Assist the Community Team with match day operations
- Support the Community Team in themed match day planning and implementation
- Participate in ad hoc duties and a range of projects to support the team as required

KEY RELATIONSHIPS

Carlton Football Club internal teams and departments, schools, students, AFL Victoria, members of the community.

KEY SELECTION CRITERIA / PRE-REQUISITES

- Students commencing the 3rd year of their Bachelor in Business (Sports Management) in Semester 1, 2019. Students must be enrolled in LBBS or LBBSB, passed MGT1ISM, MGT1SMK, MGT2SME and eligible to enroll in MGT3SPR in Semester 1 and 2, 2019.
- Outstanding communication skills and ability to liaise with a range of stakeholders
- Well organised and ability to manage time effectively
- Proactive nature and willing to work individually and as part of a team

OTHER RELEVANT KNOWLEDGE AND EXPERIENCE

- Note that this position has a requirement to travel to various schools in the northern corridor of metropolitan Melbourne therefore interns will need to arrange their own transport accordingly
- Full training and supervision will be provided
- Note that some elements of facilitating the education programs require a low level of physical activity
- Genuine interest and knowledge of societal issues relating to gender equality and holistic health and well-being would be advantageous

INTERNSHIP WORK HOURS

- This internship is for 200 hours and students must be enrolled in the 3rd year sport practicum subject in 2019 to undertake this internship.
- Interns will be required to work during the week and match days as required.
- Working hours may be negotiated between the successful candidates (individually) and the host employer.

OTHER RELEVANT INFORMATION

- Compulsory attendance at an induction session is scheduled for late November 2018 (for successful candidates).
 - The successful candidates will need to complete a Deed of Confidentiality and adhere to relevant Carlton Football Club policies and procedures.
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APPLICATION PROCESS

Applications close at 4pm on the closing date (late applications will not be accepted).

PLEASE READ THE INSTRUCTIONS CAREFULLY

STEP 1: To apply for the internship, students are required to submit the following:

An up to date resume > please refer to the Resume sample and Resume Tips attached

A cover letter > please include the:

- reason why you would like to intern with CFC,
- skills and experience you bring that address the above criteria and
- what you hope to learn during your internship with the Carlton Football Club.

STEP 2: Once you have updated your resume & cover letter, please submit your application to: Diane Micallef, La Trobe University, Internship Advisor via email: d.micallef@latrobe.edu.au

**Please include: Application for the CFC Community Education Internship in the Subject area of your email.*

STEP 3: Applications are reviewed by the La Trobe University Internship Advisor. Selected candidates will then be invited for an initial interview with the Internship Advisor.

STEP 4: Based on the interviews, the Internship Advisor will prepare a shortlist of candidates and refer them to CFC.

STEP 5: CFC selects candidates to interview

STEP 6: Successful candidates selected and notified

STEP 7: Students complete the La Trobe University practicum contract provided by Pam Kappelides PRIOR to commencing the internship.