



Matchday Operations & Partnerships Intern

Organization: Richmond Hill Soccer Club

Location: Richmond Hill, Ontario

Term: May 2026 – August 2026

Compensation: Unpaid (Honorarium may be available pending approval)

Hours: Approximately 35–40 hours per week (evenings & weekends required)

Reports To: OPL Operations Coordinator

About RHSC:

Founded in 1968, Richmond Hill Soccer Club is the largest recreational club in the City of Richmond Hill and one of the largest soccer clubs in York Region. RHSC currently has approximately 5,500 year-round registrations, with approximately 85% of the club's members under the age of 19.

RHSC is a non-profit organization run by a board of directors who are elected by the members of the club at our Annual General Meeting. We provide year-round development programs for players, coaches, and referees.

Position Overview:

The Matchday Operations & Partnerships Intern will support the execution of matchday operations, ticketing initiatives, and partnership prospecting efforts for the club's OPL and U20 programs.

This role provides hands-on experience in sports event management and club-level business operations within a competitive soccer environment.

Key Responsibilities:

Matchday Operations:

- Assist with setup and breakdown of OPL and U20 home matches
- Support coordination of volunteers and matchday staff
- Help manage signage, sponsor visibility, and event logistics
- Assist in ensuring matchday checklists are executed effectively
- Support fan engagement and promotional initiatives

Partnerships, Ticketing, & Prospecting Support:

- Research and identify potential local business partners
- Develop prospect lists and contact databases
- Assist in scheduling meetings with prospective partners

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- Support preparation of sponsorship materials and tracking documents
- Assist with ticket promotion and outreach initiatives
- Maintain tracking sheets and outreach databases

Club & Event Support:

- Assist with house league events and club festivals
- Support additional club operational needs as required
- Contribute to organizational planning and administrative tasks

NOTE: This role supports outreach and partnership initiatives and is not structured as a formal sales training position.

Schedule Expectations:

- Tuesdays – U20 home matches
- Fridays & Saturdays – OPL home matches
- Some additional weekday hours for planning, outreach, and event preparation
- Evening and weekend availability required

Qualifications:

- Interest in sports management, business, marketing, or event operations
- Strong organizational and communication skills
- Comfortable supporting outreach and administrative tasks
- Detail-oriented and proactive
- Ability to work in a fast-paced event environment

What You Will Gain:

- Hands-on experience in sports event operations
- Exposure to ticketing and partnership development processes
- Experience supporting live competitive soccer events
- Practical understanding of club-level sports business operations
- Course Credit (if applicable)

How To Apply:

Please submit: Resume and short cover letter outlining your interest

Send applications to: alex@richmondhillsoccer.com

Application Deadline: Until position is filled.

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