



SPORTS INTERN X2

PRIMARY JOB PURPOSE

Provide support and assistance with the day-to-day running of the sports department. To provide assistance at sporting events, implement set-ups, the daily maintenance of facilities and supervise children in sporting areas. Responds to sports-related queries.

KEY RESPONSIBILITIES

- Ensuring gym is tidy and clean, the filing of all class attendance lists, filing of comments, suggestions and complaints.
- Gym equipment inventory
- Gym class setup and breakdown
- Facilitate classes that when needed.
- Conduct weekly stock take and sport equipment – use the sports stock sheets in place.
- Route checking for MTB trail and running trail. Clean, all signage up and report anything needed or not correct.
- Roles at functions:
 - set up and breakdown of all sporting equipment at sport related events.
 - club runs, marking routes, water points, activities at family fun days, setup and breakdown of lawn games and participation in games and children activities.
 - First Friday setup and breakdown of lawn games and participation in games and children activities
 - Camp outs
 - Holiday Clinics
 - Marking, set up and breakdown for Club Runs
 - Involvement in staff sporting events
 - Race pack collection for selected events

PERSONAL ATTRIBUTES & SKILLS

- Strong Communication skills (Written and Verbal)
- Great social and interpersonal skills.
- Computer Skills (MS Office – Intermediate user)
- Great knowledge of sporting codes.
- Great knowledge about the gym.
- Must be able to and willing to work with children.
- Able to work early mornings and late nights.

MINIMUM / PREVIOUS EXPERIENCE

- 1 – 2 years' experience in a similar role or sporting environment.
- Physically fit and active individual.
- Physically able to assemble equipment.
- Active knowledge in the field of sports be up to date with everything.
- Readily available to participate in sports.

QUALIFICATION

- Matric or equivalent.
- Tertiary qualification in Sports Marketing or Sports Management (preferred)
- Valid SA driver's license (advantage)

PROPERTY

- Auckland Park and Woodmead

APPLY NOW!

APPLICATION PROCESS:

Interested applicants must submit their CV's to [***careers@ccj.co.za***](mailto:careers@ccj.co.za) by no later than ***3rd December 2025.***