



### **Role Profile:**

Position: **Curriculum & Training Intern**  
Department: Research & Development  
Reports To: Curriculum Development and Research Manager  
Location: Cape Town, South Africa  
Dates: TBD

### **About Grassroot Soccer:**

A truly innovative global non-profit organization, Grassroot Soccer (GRS) has a decade of proven experience leveraging the global power of soccer to prevent HIV and AIDS. To date, over 600,000 young people have graduated from GRS programs in 22 countries around the world.

GRS was founded in 2002 by a close group of friends who witnessed the devastation of HIV among their professional soccer teammates in Zimbabwe. Since that time, GRS has evolved into one of the leading sport for development public health NGOs. The organization's global headquarters are in Norwich, VT with African headquarters in South Africa and additional offices in Zambia, Zimbabwe, and London.

### **Role Overview:**

The Curriculum & Training (C&T) Intern will provide support in the development, revision, and production of GRS curriculum and tools for interventions. The C&T Intern will also help to develop effective and efficient systems for preparation, execution and monitoring & evaluation of trainings and workshops. Curriculum development work will include close collaboration with training staff to create and refine curriculum and training tools for GRS programs. The C&T Intern will also work with Training staff to prepare for, deliver and report on Training of Coaches (ToCs) and Development Courses (DCs) and assist with Coach Support Visits (CSVs). This position will work in partnership with all departments to continually improve intervention and training design, delivery, and content.

### **Primary Responsibilities:**

#### *Curriculum (50%)*

- Write, edit, and format curricula and intervention tools including, but not limited to, Coaches Guides, Coaching Resources and Training Curricula.
- Assist with the delivery of Curriculum Development Workshops (CDWs) and compile data and lessons learned to inform future curriculum creation.
- Research country-specific HIV epidemic information to ensure most relevant statistics and epidemic drivers are addressed.
- Work with designers to create curriculum tools, as appropriate.
- Support the execution and evaluation of pre-testing of new curriculum and intervention types.
- Manage curriculum literature in the office library and Google Drive.
- Conduct focus group discussions with coaches, participants, and master coaches to gather curriculum feedback.
- Assist in the development of sport-based health magazines.

#### *Training (40%)*

- Support the training team when and where necessary with training preparation and training delivery.
- Plan, execute, and manage logistics for training including travel, accommodation, training venue, food and printed materials.

*Educate. Inspire. Mobilize. Stop the Spread of HIV.*



- Edit and print training-related documents.
- Manage acquisition of Master Coach Kits and Coaches Kits for trainings and interventions.
- Assist with designing and acquiring t-shirts as necessary.
- Support the evaluation of trainings via data entry, analysis and report writing.

#### *Specific projects (10%)*

- Manage electronic curriculum and training documents and tools on Google Drive.
- The intern will be assigned a specific curriculum research to lead. This project will be based on the intern's specific strengths, experience, and interests.
- Support RV United and Ragball International as necessary with design, photography, logistics, pre-testing, and communications.

#### **Qualifications and Experience:**

##### *Key Professional Experience and Personal Attributes:*

- Commitment to working in the Sport for Development arena.
- Willingness to spend up to 80% of the time in the office and 20% of the time in the field.
- Familiarity with youth education programs, teaching, participatory learning, facilitation and/or sports education a plus.
- Ability to work across all levels of the organization and function in a team-oriented environment.
- Excellent written and verbal communication and relational skills.
- Excellent organizational skills and passion for fine details.
- Ability to effectively work under tight deadlines and manage projects independently.
- Computer proficiency in Microsoft Office Suite required. Proficiency in Adobe Photoshop and In Design preferred.
- Bachelor degree required, preferably with demonstrated strong academic performance.

#### **Summary:**

GRS is where it is today through what we believe is a pretty rare mix of very clear mission, passion, humility, and a singular focus on quantifiable outcomes. As such, we've built a hard-earned and proud reputation among the global funding community as one of the few NGOs for whom "return on investment" is a given, and we don't take that reputation lightly. Continual innovation is at the core of who we are and we're not afraid to lead from the front.

GRS isn't for everyone, and a 'fit' with our culture is a must. We thrive on contagious positive energy, passion for our mission, self-motivation and incredible teamwork. We're an organization comprised of refreshingly sharp, confident and committed individuals who truly thrive on the strength of the combined team – the whole at GRS is a great deal more than the sum of the parts. We're looking for an outstanding C&T intern who will both thrive in, and make an enormous contribution to our unique and very special organization.

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***The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Management retains the discretion to add to or change the duties of the position at any time.***