



South-West Regional Soccer Association

Email: generalmanager@swrsa.ca

Web: www.swrsa.ca

Southwest Soccer - Job Posting

Position Title: League Assistant / Social Media Coordinator

Position Term: Seasonal Full-Time (30 hrs/wk)

Contract: May 26th to August 30th 2025

Compensation: \$19.00/hr

Position Requirement: 15-30 Years of Age (Partially funded by Canada Summer Jobs Program)

Location: Kitchener, ON (Office and various field locations throughout Southwest Soccer)

Reports to: General Manager

About the Association

Southwest Soccer is a direct member of Ontario Soccer and serves as the fourth largest district. The districts objectives are:

- To promote, develop and administer the game of soccer in the District
- To represent and act on behalf of Ontario Soccer
- To represent and act on behalf of Member organizations
- To assist member organizations in developing and administering soccer programs that promote the development of the mental, physical, social and leadership skills of their members.

The District serves member clubs, leagues, and associations from Waterloo, Wellington, Dufferin, Perth, and Grey Counties and operates the Southwest District Soccer League.

Position Description

Reporting to the General Manager, and working directly with the League Administrator and Event Coordinator, the League Assistant / Social Media Coordinator will fulfil the role of event convener at a variety of Grassroots and Youth Soccer events. The individual will also attend a variety of league games with the purpose of driving social media content, monitoring and reporting on match standards, and increasing our presence.

The League Assistant / Social Media Coordinator will have a key role in membership experience as a liaison to teams, referees, and spectators at U8 to U12 festivals, league games, and league cup events. In addition, the individual will assist where needed with other events including the Ontario Cup Semi-Finals.

The person filling the position is proactive, passionate, resourceful, and driven to contribute and see projects through to completion. A strong knowledge of social media functions along with a flexible schedule, evenings and weekends, and a willingness to travel is required.

Key Responsibilities

- Assist in office with administrative duties and projects including but not limited to scheduling, match reporting, data management, communications and other to support the smooth operation of leagues.
 - Attend all key events as a district representative with the purpose of handling social media content plus event convener, liaison, field marshal, and/or other responsibilities as directed.

U8 – U12 League Festivals	Grassroots Soccer Fests
Circle K Celebration Festivals	Youth Cup Finals
U18-U21 District Cup	Ontario Cup Semi-Finals
 - Attend a variety of league matches as district representative and liaison.
 - Complete and submit reports to the league on a number of match standards including fields, equipment, match officials, team officials, players, and spectators.
 - Complete and submit reports to the league on set criteria based on Ontario Soccer Grassroots Standards.
 - Attend events and league matches with the purpose of promoting the game of soccer through the creation of social media content live at the field.
 - Actively post on the Southwest Soccer Instagram account, Facebook page, 'X' account and other.
 - Develop and maintain courteous relations with membership through customer service provided in person at the field.
 - Report to the General Manager on the challenges and successes and the resources required to provide a helpful and positive experience to each of our member clubs at various events.
 - Other duties as directed by the General Manager
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Qualifications and Experience

- Excellent communication skills, both written and verbal
 - Strong working knowledge of various social media platforms
 - Ability to work independently and in a team environment
 - Experience in customer service or working spectator events
 - G2 or G Driver's License with access to a vehicle
 - Strong knowledge of and a passion for soccer
 - Must clear a criminal record check and vulnerable sector search
 - Must be between 15 and 30 years of age (inclusive) at the start of employment
 - Must be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred
 - Must be legally entitled to work according to Ontario legislation and regulations
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How to Apply

To apply please submit your cover letter and resume to generalmanager@swrsa.ca

Submission Deadline: Tuesday May 13th 2025

Thank you to all those who apply but only candidates selected for an interview will be contacted.