

JOB POSTING

OPDL GAME DAY OPERATIONS COORDINATOR

Position Title: OPDL Game Day Operations Coordinator
Position Term: Contract – May-August (16 weeks)
Location: The Zanchin Automotive Soccer Centre, Vaughan
Reports To: Senior Manager, Competitions

Background:

Do you want to gain invaluable work experience in the world of amateur sport? Have you ever wanted to help grow the game of soccer in Ontario?

Ontario Soccer is searching for talented and ambitious team members who are passionate about the field of sport management and want to apply their knowledge at Canada's largest provincial sport organization.

Founded in 1901, Ontario Soccer is comprised of more than 500 Clubs servicing over 24,000 teams with 380,000 registered players, 70,000 coaches and managers, and 6,000 match officials, as well as countless volunteers, parents and supporters comprising a direct, multi-cultural community of over 1,000,000 Ontarians.

Ontario Soccer develops and delivers exceptional and sustainable programs and services throughout Ontario with the mission of providing leadership and support for the advancement of soccer in collaboration and cooperation with our member District Associations, partners and other stakeholders. Ontario Soccer owns and operates the Zanchin Automotive Soccer Centre in Vaughan, Ontario as well as operates the Ontario Player Development League (OPDL); the province's premier standards based youth development program, as well as "Team Ontario", Ontario Soccer's provincial Xcel program. Ontario Soccer proudly supports Canada Soccer's National Teams, the Canadian Premier League and Toronto FC.

An overall goal of Ontario Soccer as a hub for Coach, Match Official and Player Development is to be innovators and leaders in sport and to assist with the equitable development of soccer as a healthy lifestyle choice, provide a talented pathway for players to excel and encourage inclusive community involvement at all levels.



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Position Summary:

The Ontario Player Development League (OPDL) is the province's standards-based, youth high performance league that combines top level competition with strict high performance training standards. The OPDL represents young players' early graduation to a genuine high performance training environment, targeting only the top athletes in the province from age groups U13 to U17, with what is considered the highest level of competitive youth soccer in Ontario. Unlike other leagues, OPDL operates more as a high performance training program than merely a league.

As part of the Summer Experience Program, the OPDL Game Day Operations Coordinator will support game day operations at various venues on weekends as well as provide administrative support in the office three days of the week.

The role is deadline-driven and time-intensive and requires energetic, highly motivated multi-taskers who are exceptional communicators, organizers and thrive on delivering high quality customer service.

Primary Duties and Responsibilities:

- a) Liaising with Ontario Player Development League (OPDL) Staff on matters relating to game day operations
- b) Tracking, filing and maintaining game sheets and reports
- c) Reviewing game reports and recording issues
- d) Assisting with administration of league compliance
- e) Tracking and preparing OPDL equipment for each competition weekend
- f) Updating and maintaining OPDL League Management website. Specifically relates to game day operations and ensuring that theOPDL.com is up to date including game day staff, venue details, uniform colours, game results, etc.
- g) Work as Field Manager on OPDL game days. Highest point of OPDL authority on game day
 - i) Main point of contact if issues arise at venues
 - ii) Point of contact for OPDL Match Officials as needed
 - iii) Visit OPDL venues and assist if needed.
 - iv) Complete Venue Evaluations during each venue visit and review with Venue Coordinators
 - v) Fill in for OPDL Venue Coordinators if necessary
 - vi) Provide guidance to OPDL Venue Coordinators at venues
 - vii) On site Field Manager at Central Venues
 - viii) Be on Call and available to attend venue or address issues that might arise.



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Experience & Skills:

- The candidate must possess initiative and relationship building skills
- Must possess strong written and oral communication skills
- Strong time management and proficiency skills
- Ability to work alone and as part of a team
- Strong planning and organization skills with the ability to multi-task
- Experience working with volunteers
- A comprehensive understanding of the OPDL and Ontario Soccer is an asset
- **Must be currently enrolled in a post-secondary institution or have graduated within the last six months**

Note: This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. The incumbent may be asked to perform other duties which may be assigned from time to time.

A Police Check and Vulnerable Sector check will be required, cost of which will be reimbursed by Ontario Soccer.

Please submit your cover letter and resume (with OPDL Game Day Operations Coordinator as the subject) to:

jobs@ontariosoccer.net

Submission Deadline: April 19, 2024.

We thank all applicants for their interest but only those selected for an interview will be contacted.



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