

POSITION TITLE: League 1 Ontario Equipment Coordinator
REPORTS TO: Executive Director
EMPLOYMENT PERIOD: May 2021 to September 2021
CONDITIONS: Volunteer (15 hours per week)

The Club is seeking two (2) Equipment Coordinators who are motivated and punctual individuals to support the operation of the Waterloo Minor S.C. and specifically League 1 Ontario game days.

1. KEY RESPONSIBILITIES

- Assist the office staff with administrative duties;
- Coordinate League 1 Ontario equipment and uniforms;
- Attend all League 1 Ontario home games;
- Prepare League 1 Ontario equipment and uniforms for away games;
- Assist with Club storage facility needs, equipment, etc;
- Serve as a positive role model, exemplifying the core values of the WMSC;
- Create and maintain positive relationships with volunteers and players;

2. SKILLSET DESIRED

- Demonstrate good judgement while working with confidential information;
- Ability to work with and relate to volunteers;
- Experience with a non-profit group, an asset;
- Experience with events;
- Very organized and procedure orientated;
- Strong communication skills, punctual, team player;
- Possess competent knowledge of MS Word and MS Excel.

3. CONDITIONS OF EMPLOYMENT

- Is a Canadian Citizen, permanent resident;
- Clean Police Record Check with VS;
- Driver's license an asset.

Please forward your application, clearly indicating how you meet the qualifications listed above, to jobs@waterloounited.com or drop off to:

Waterloo Minor SC
2001 University Avenue East, Suite 107
Waterloo, ON, N2K 4K4

APPLICATION DEADLINE: March 26, 2021

We wish to thank all applicants for their interest; however, only those selected for an interview will be contacted.



Waterloo Minor Soccer Club
2001 University Avenue East, Suite 107
Waterloo, Ontario N2K 4K4