

POSITION TITLE: **Game Day Coordinator**
REPORTS TO: High Performance Manager & Executive Director
EMPLOYMENT PERIOD: April, 2022 to September, 2022
CONDITIONS: Approximately 15 hours per week

The Club is seeking four (4) Game Day Coordinators who are motivated and punctual individuals to support the operation of the Waterloo Minor Soccer Club. Game Day Coordinators will be assigned to League1 Ontario and OPDL games.

1. KEY RESPONSIBILITIES

- Assist the office staff with administrative duties;
- Update, create and manage League1 Ontario/OPDL documents;
- Attend all League1 Ontario/OPDL home games;
- Manage Game Day Operations for League1 Ontario/OPDL home games;
- Assist with Club storage facility needs, equipment, etc;
- Assist with marketing and promotional efforts of the League1 Ontario/OPDL teams;
- 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: Open until filled.

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
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