

POSITION TITLE: REPORTS TO: EMPLOYMENT PERIOD: CONDITIONS:

Game Day Coordinator

Reporting into High Performance Manager & Executive Director April, 2024 to September, 2024

Approximately 10-20 hours per week

The Club is seeking eight (8) Game Day Coordinators who are motivated and punctual individuals to support the operation of BVB International Academy Waterloo. Game Day Coordinators will be assigned to League1 Ontario and OPDL games.

PRIMARY DUTIES AND KEY RESPONSIBILITIES:

- Set up of the field(s) for game play, which may include:
- Set up of goals, corner flags and field markings
- Set up of administration gazebos
- Set up and testing of pitch side PA system (if available)
- Set up of OPDL/LO1 banners and flags
- Posting of OPDL/LO1 directional signage (as needed)
- Liaising with OPDL/LO1 teams on their arrival
- General customer service support to teams and their support groups during their OPDL/LO1 game
- Operate Digital Scoreboard
- Operate VEO Technology to record/upload fixtures
- Point of contact for Match Officials on arrival and during their visit
- Assistance to onsite medical staff during their visit
- Game time administration, including checking of Player Registration books/cards, assistance with substitution forms, game sheets and other paperwork
- Close up of venue on completion of final game, including: Storage of field equipment as needed.
- Assist the office staff with administrative duties;
Update, create and manage League1 Ontario/OPDL documents;
Attend all League1 Ontario/OPDL home games;
- Ensuring fields and venue are returned to a general state of tidiness
- Powering off floodlights and closure of fields in line with venue requirements
- Completion of Venue Coordinator reports
- Assist with marketing and promotional efforts of the League1 Ontario/OPDL teams;
- Serve as a positive role model, exemplifying the core values of the BVBIA Waterloo;
Create and maintain positive relationships with volunteers and players;
- Submission of all reports and paperwork to OPDL/LO1

SKILLSET DESIRED

Demonstrate good judgment 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 oriented;
Completes Tasks effectively; Meet deadlines and timelines
Strong communication skills, punctual, team player;
Possess competent knowledge of MS Word and MS Excel.

QUALIFICATIONS & PERSONAL SKILL REQUIREMENTS

Position is ideal for a current/recently graduated Recreation & Leisure studies or Sport Management student
Excellent time management and organizational skills
Excellent communication skills and proficient computer skills
Positive, outgoing and energetic attitude with a customer-focused approach
Excellent communication, problem solving and decision-making skills
Must be available to work weekends, as well as evenings, and be available for the full event which

CONDITIONS OF EMPLOYMENT

Legally eligible to work in Canada. Clean police record check with Vulnerable Sector; G Drivers license is considered an asset.

Please forward your application, clearly indicating how you meet the qualifications listed above, to:
johanne@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.

Wage Expectation \$17.50/hr