



International Academy
Waterloo

Waterloo Minor Soccer Club
2001 University Avenue East
Waterloo, ON N2K 4K4
Phone 519.578.9680

April 14, 2025

Role: Performance Pathway Coordinator

Employer: Waterloo Minor Soccer Club

Location: 2001 University Ave. East, Waterloo, Ontario

Position Title: Performance Pathway Coordinator

Reports To: Performance Pathway Operations Manager and General Manager

Hours: Full-Time

Waterloo Minor Soccer Club Organization Overview

Waterloo Minor Soccer Club (Waterloo United) provides a high-quality soccer experience for over 2,500 youth athletes. In partnership with BVB International Academy, Waterloo United offers a world-class pathway for players who aspire to compete at the highest levels while staying grounded in community, character, and long-term development.

Club Culture

At Waterloo United, we are more than a soccer club—we are a values-driven organization committed to shaping confident people, strong leaders, and connected communities through the game of soccer. We believe in development over shortcuts, team over ego, and long-term vision over short-term wins. We are building something special, and we're looking for teammates who share that vision.

Job Summary

The Performance Pathway Coordinator supports the operations of the club's competitive programs from U8 to U21. This role contributes to the delivery of transformational, development-driven experiences for players, coaches, and families, consistent with our club's commitment to growth, integrity, and community connection. The programs included within this pathway are: i) Skill Centre (U8 to U12), ii) Rep/Competitive (U13 to U21), iii) OPDL (U13 to U17), and iv) League1 Ontario.

Key Responsibilities

Strategic Planning and Operations Management:

- Plan, organize, and oversee competitive youth programs included in our “Performance Pathway,” including staffing, scheduling, player registration, and event coordination.
- Evaluate and support coaching and training operations to ensure alignment with player, parent, and league expectations.

People Leadership and Development:

- Actively model and promote the club’s values of authenticity, teamwork, excellence, and care.
- Support and mentor coaches to lead with empathy, accountability, and professionalism.
- Assist with hiring and onboarding new coaches who embody our club’s high standards.
- Support ongoing staff development through coaching clinics, reviews, and training sessions.

Financial Oversight and Budget Management:

- Plan and monitor budgets for equipment, uniforms, league fees, and related program costs.
- Collaborate with finance teams to ensure resource efficiency and budget alignment.

Compliance and Regulatory Oversight:

- Ensure full compliance with league, club, and safety standards.
- Oversee accurate and timely player registrations, transfers, and injury reporting.

Reporting and Communication:

- Prepare reports and recommendations for leadership based on program evaluation.
- Serve as the communication point for parents, players, and coaches regarding program operations.

Resource and Facility Management:

- Oversee scheduling, field booking, and logistics for training, games, and tournaments.

- Manage procurement and distribution of necessary equipment and uniforms.

Teamwork and Club Values

- Foster a collaborative, purpose-driven work environment built on mutual respect and shared goals.
- Uphold our club's standard of professionalism, integrity, and continuous improvement.
- Contribute positively to the club's culture both within the office and on the field.

Qualifications

- Strong written, verbal, and interpersonal communication skills
- Detail-oriented with excellent organizational skills
- Experience in customer service or people-facing roles
- Ability to solve problems reactively and proactively
- Proficiency with productivity tools such as Microsoft Word, Excel, and Google Workspace
- Proficiency with sports registration tools and platforms such as SportsEngine, PowerUp, etc. is an asset
- Strategic thinker with a team-first mindset
- Passion for soccer and youth development
- Highly ethical, values-aligned, and growth-minded
- Undergraduate degree preferred
- Bilingualism is considered an asset
- Coaching qualifications are considered an asset (ie. Grassroots course or Advanced Coaching Diplomas)

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