



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

March 2, 2026

**Role:** Game Day and Fan Experience Coordinator  
Waterloo Minor Soccer Club (Waterloo United)

**Location:** RIM Park – 2001 University Avenue East, Waterloo, ON

**Employment Type:** Part-Time

**Hours:** Estimated 10 to 24 hours per week

**Compensation:** Starting at \$18.20/hour

**Application Deadline:** Open until filled

**Anticipated Start Date:** Apr 1, 2026

## Organization Overview

Waterloo Minor Soccer Club (operating as Waterloo United) provides high-quality soccer experiences for over 3,300 youth and adult athletes. The club delivers programming from grassroots recreational soccer through to high-performance competition, including teams competing in the Ontario Premier League (OPL) and Ontario Player Development League (OPDL).

We are committed to providing a professional, well-organized, and positive matchday experience for players, officials, families, and visiting teams.

## Position Summary

Waterloo United is seeking up to eight (8) Game Day and Fan Experience Coordinators to support the delivery and execution of Ontario Premier League (OPL) and OPDL home matches at RIM Park.

Game Day Coordinators play a critical role in ensuring our high-performance match environments operate efficiently, professionally, and in alignment with league standards.

**Reports To:** Club Operations Staff

## Key Responsibilities

### General Responsibilities

- Attend all assigned OPL and OPDL home matches

- Assist in planning game day and fan experience themes for home games that strive to deliver a memorable experience for spectators, players and coaching staff
- Provide customer service support to teams, officials, and spectators
- Assist club office staff with league documentation and administrative duties
- Maintain a professional and welcoming matchday environment
- Build positive relationships with players, volunteers, officials, and visiting clubs
- Uphold the values and standards of Waterloo United

### **Pre-Game Responsibilities**

- Set up goals, corner flags, and required field markings
- Set up administration tents/gazebos as required
- Set up and test pitch-side PA system (if applicable)
- Install league banners, flags, and directional signage
- Liaise with visiting teams upon arrival
- Serve as primary point of contact for match officials

### **Game-Time Responsibilities**

- Operate digital scoreboard
- Operate Veo camera technology and ensure recording/uploading of matches
- Assist on-site medical staff as required
- Verify player registration books/cards
- Support match officials with substitution forms, game sheets, and documentation

### **Post-Game Responsibilities**

- Secure venue and store equipment properly
- Ensure field and surrounding area are returned to a clean condition
- Power down lights and close facilities in accordance with venue procedures
- Complete venue coordinator reports
- Submit required documentation to league platforms
- Support marketing and promotional efforts of OPL and OPDL programs

## **Skills & Competencies**

- Strong organizational and time management skills
- Ability to follow procedures and meet deadlines
- Excellent communication skills
- Strong customer service orientation
- Ability to work collaboratively with volunteers and staff
- Comfortable handling confidential information
- Experience in event operations or non-profit sport organizations considered an asset
- Proficiency in Microsoft Word and Excel
- Punctual, reliable, and detail-oriented

## **Qualifications**

- Ideal for current or recent students/graduates in Sport Management, Recreation & Leisure Studies, or related fields
- Strong problem-solving and decision-making abilities
- Positive, outgoing, and professional demeanor

- Must be available evenings and weekends (particularly Mondays, Wednesdays, Fridays, Saturdays, and Sundays)
- Availability for the full duration of assigned matches

## **Conditions of Employment**

- Legally eligible to work in Canada
- Police Record Check with Vulnerable Sector Screening
- Valid G Driver's License considered an asset

## **How to Apply**

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

Please submit your application via the Waterloo United Job Application Form: [Click Here](#)

## **Recruitment Process & Equity Statement**

We may use artificial intelligence (AI) tools to support certain stages of the recruitment process, such as reviewing applications, analyzing resumes, or assessing candidate responses. These tools assist our recruitment team but do not replace human judgment — every application is reviewed by a member of our team to ensure thoughtful and equitable consideration. If you would like more information about how your data is processed, please contact us.

Waterloo Minor Soccer Club is committed to fostering an accessible, inclusive, and equitable hiring process. We gladly accommodate the needs of applicants throughout all stages of recruitment and selection upon request.