

# Oakville Soccer Club

## Job Posting



**Position:** Oakville Wild Summer Soccer Camp Assistant Director (2 positions available)

**Rate:** \$20.00 - \$22.00/hr

**Application Deadline:** March 24, 2024

**Employment Dates:** June – August 2024

### OAKVILLE SOCCER CLUB

The Oakville Soccer Club, founded in 1972, is one of the largest amateur soccer clubs in Canada with over 19,000 participants annually. Based at the Pine Glen Soccer Centre, a 100,000 square foot indoor soccer facility in North Oakville, the Club provides year-round recreational and competitive programming for both youth and adults.

### OAKVILLE WILD SUMMER SOCCER CAMP ASSISTANT DIRECTOR

The Oakville Soccer Club is inviting applications for the position of Summer Soccer Camp Assistant Director with OSC's Oakville Wild Summer Soccer Camps. If you are passionate about the sport of soccer, physical literacy and working with children then this is the role for you.

### JOB DESCRIPTION

OSC's Oakville Wild Summer Soccer Camps run for nine weeks in the summer and are designed to provide campers of all soccer skill levels with a positive camp experience filled with soccer skill development through drills, activities and games, and the opportunity to meet new friends in a fun, play-based environment.

Reporting to the Camp Director, the Assistant Director is responsible for overseeing the day-to-day implementation of the Oakville Wild Summer Soccer Camps. The Assistant Camp Director should have coaching and supervisory experience. The Assistant Camp Director will be responsible for the supervision of all volunteers and the safety and wellbeing of all campers.

### CAMP WEEKS

(Assistant Director must be available for 5/9 weeks on a rotational basis – successful applicants will have the opportunity to work as a camp coach during alternating/off weeks from the Assistant Director position.)

\*Prep & Training Week: June 24-28

| Week 1 |                  | July 2-5 (short) |                    |
|--------|------------------|------------------|--------------------|
| Week 2 | July 8-12        | Week 6           | August 6-9 (short) |
| Week 3 | July 15-19       | Week 7           | August 12-16       |
| Week 4 | July 22-26       | Week 8           | August 19-23       |
| Week 5 | July 29-August 2 | Week 9           | August 26-30       |



### ROLES & RESPONSIBILITIES

- **Program Implementation:**
  - Oversee the day-to-day implementation of the camp program.
  - Ensure that activities run smoothly and according to the schedule.
- **Staff Supervision:**
  - Supervise camp volunteers.
  - Provide support, guidance, and feedback to camp volunteers.
- **Camp Operations:**
  - Manage set-up/clean-up of camp equipment etc.
- **Communication:**
  - Act as a liaison between the Director and volunteers.
  - Communicate important information to volunteers.
- **Emergency Response:**
  - Be trained in and handle emergency response procedures.
  - Take charge in emergency situations in the absence of the Director.
- **Parent Engagement:**
  - Communicate with parents about camp activities, updates and/or any incidents.
  - Address any concerns or inquiries from parents.
- **Evaluation and Improvement:**
  - Conduct post-camp evaluations for all camp volunteers on a weekly basis
  - Maintain records of attendance, incidents, and other relevant data for campers.

### POSITION REQUIREMENTS:

- Coaching and supervisory experience in a summer camp setting.
- Soccer playing experience is an asset.
- Experience in volunteer management
- Responsible, timely, respectful and a good role model to campers and volunteers at all times
- Must be available for 5/9 weeks on a rotational basis between 8:00 a.m. - 5:30 p.m.
- Successful applicant will require an up-to-date Vulnerable Sector Screening

Please submit your resume complete with cover letter to [employment@oakvillesoccer.ca](mailto:employment@oakvillesoccer.ca) by 11:59pm on Sunday, March 24, 2024. Please cite **SUMMER CAMP ASSISTANT DIRECTOR APPLICATION** in the subject line.

Candidates requiring any accommodations to participate in the recruitment and/or interview process should communicate this in the email with their cover letter and resume.

The Oakville Soccer Club thanks all applicants in advance for their interest but advises that only those being invited for a formal interview will be contacted.