

Oakville Soccer Club

Job Posting



Job Title: Adult League Coordinator

Reports to: Director of Operations & Administration

Position Type: Full-time Permanent

Salary Range: \$44,000 – \$59,000 annually

Start Date: March 2025

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 programming for players 18 months and older, alongside U8-U20 development and competitive programs, including OPDL and is a semi-professional League1 Licence holder for both Men's and Women's teams. Proudly working with over 1,200 volunteer and professional coaches each year, the Club strives to promote a culture of development, inclusivity, and positivity. A consistent leader within amateur soccer and sport, OSC is an active member of Ontario Soccer, and is a Canada Soccer National Youth Club Licence holder.

Adult League Coordinator

The Oakville Soccer Club (OSC) is seeking an Adult League Coordinator to oversee the club's robust adult programming. This role will administrate the Fall Indoor, Winter Indoor, Summer Outdoor and Summer Indoor leagues, as well as work to develop additional adult engagement opportunities.

Hours of Work

This full-time role will consist entirely of evening and weekend hours, as the coordinator is required to be present in the facility and at fields during program for the entirety of each season. Hours will predominantly be from 4pm – 12pm during the week and in the evenings on the weekends.

Roles & Responsibilities

- **League Management**
 - Provide comprehensive oversight and support for all leagues (Co-Ed, Men's Open, Women's Open, Men's 35+, Women's 35+) throughout each season
 - Set up leagues in PowerUp, ensuring accurate and timely registration processes
 - Develop and maintain schedules and program calendars, ensuring efficient and balanced league operations.
 - Liaise with the Match Official Development Manager to coordinate referee assignments
 - Address discipline issues promptly, supporting and enforcing league rules and regulations
 - Provide exemplary customer service to Team Captains and players during the registration process and throughout the season

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- Regularly communicate with Team Captains and players to provide updates and gather feedback
- **Operational Support**
 - Assist the Operations Director with overall facility oversight
 - Support the management of facility staff and supervision on evenings and weekends
 - Aid with general facility upkeep, including maintenance, cleaning and ensuring a safe environment for league activities
 - Participate in OSC events and community initiatives throughout the year

Qualifications & Position Details

- Post-secondary degree or diploma or equivalent relevant experience
- 2 years of league administration or similar experience
- Customer service experience
- Facility administration and/or staff supervision experience considered an asset
- Proficiency in Microsoft Office and ability to quickly learn new software (PowerUp, SportsEngine, and/or EZ facility knowledge considered an asset)
- Strong organizational skills and attention to detail
- Excellent communication, problem solving and decision making abilities are essential
- Ability to work independently and as a part of a team
- Valid drivers licence
- Successful applicant will be required to provide an up to date Vulnerable Sector Check prior to starting and obtain the required first aid certifications within the first 30 days of employment.

To apply, send your resume complete with covering letter and salary expectations in confidence to employment@oakvillesoccer.ca with the subject line **Adult League Coordinator**. Applications close at 5:00 p.m. on Wednesday, February 26, 2025. Candidates requiring any accommodations to participate in the recruitment and/or interview process should communicate this in their email with the cover letter and resume.

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