

Oakville Soccer Club

Job Posting



Position: OPDL Game Day Convenor

Position Type: Part-Time Seasonal (20 weeks, 0-20hrs per week)

Compensation: \$20/hr

Application Deadline: April 6th, 2025

Employment Dates: May – September 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 and competitive programming for both youth and adults.

OPDL GAME DAY CONVENOR

The Oakville Soccer Club is inviting applications for the position of OPDL Game Day Convenor. This is a 20-week seasonal position well suited for a student seeking a career in sports, recreation and/or youth programming. This position will require extensive evening and weekend hours. Once the OPDL Game schedule has been posted, the set days and times will be finalized.

JOB RESPONSIBILITIES

- Field, equipment and administrative set-up and tear down for all OSC OPDL home games
- Responsible for game-related administration and reporting
- Communicate and coordinate with OSC Staff, Ontario Soccer, OPDL teams and Match Officials
- Assist with additional programs and tasks as assigned by the Technical Department

QUALIFICATIONS & PERSONAL SKILL REQUIREMENTS

- Position is ideal for a current/recently graduated Recreation & Leisure studies or Sport Management student
- 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 day-time weekends, as well as odd weeknights and be available for the full 20-week period from May – September.
- The successful applicant will be required to submit a Vulnerable Sector Screening before commencing employment with OSC

To apply, send your resume complete with covering letter in confidence to employment@oakvillesoccer.ca with the subject line **OPDL Game Day Convenor**. Applications close at 11:59pm on Sunday, April 6, 2025. Candidates requiring any accommodations to participate in the recruitment and/or interview process should communicate this in the 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.