

# Oakville Soccer Club

## Job Posting

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**Position:** Operations & Facility Assistant

**Position Type:** Full-Time Seasonal – 16 weeks

**Compensation** - \$18.00/hr

**Application Deadline:** April 6th, 2025

**Employment Dates:** May – August 2025

### OAKVILLE SOCCER CLUB

The Oakville Soccer Club, founded in 1972, is the largest amateur soccer club in Canada, with over 19,000 participants coached by over 900 volunteer and professional coaches. OSC is based at its 100,000 square foot indoor soccer facility on Pine Glen Road in North Oakville.

### OPERATIONS & FACILITY ASSISTANT

The Oakville Soccer Club is currently accepting applications for the role of Operations & Facility Assistant. This 16-week seasonal position is ideal for students aspiring to pursue a career in sports and recreation. **The role primarily entails evening and weekend commitments.**

### ROLES & RESPONSIBILITIES

- Open/close the facility as required
- Oversee daily operations of the indoor facility and outdoor fields.
- Monitor and enforce facility rules and safety guidelines.
- Ensure fields are properly set up and maintained for various activities
- Provide excellent customer service to coaches, parents, and participants.
- Maintain communication with Adult League team captains, players, match officials, and assigners as needed
- Perform administrative tasks, including entering Adult League scores, preparing game sheets, and responding to inquiries via phone, email, and in person
- Other duties as assigned

### POSITION REQUIREMENTS:

- Ideal for current/recently graduated Recreation & Leisure and/or Sports Management students
- Strong written and verbal communication skills
- Ability to work independently and as part of a team
- G-Class driver's license
- Current AED/CRP-C certification required
- Successful completion of a valid Vulnerable Sector Screening

To apply, please send your resume along with a cover letter to [employment@oakvillesoccer.ca](mailto:employment@oakvillesoccer.ca) with the subject line **Operations & Facility Assistant**. Applications must be submitted by 11:59 pm on April 6<sup>th</sup>, 2025. Candidates requiring accommodations during the recruitment and/or interview process should communicate their needs in the email along with the cover letter and resume.

**Note:** The Oakville Soccer Club appreciates the interest of all applicants and advises that only those selected for a formal interview will be contacted.