

# **JOB POSTING**

## **Coordinator, Competitions**

**Position Title:** Coordinator, Competitions  
**Position Term:** Full Time  
**Location:** Vaughan, Ontario  
**Reports To:** Sr. Manager, Competitions

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### **About Ontario Soccer:**

Founded in 1901, Ontario Soccer is currently comprised of more than 500 Clubs servicing over 24,000 teams with 380,000 registered players, 70,000 coaches and managers, and 7,200 match officials, as well as countless volunteers, parents and supporters encompassing a direct, multi-cultural community of over 1,000,000 Ontarians.

Ontario Soccer develops and delivers exceptional and sustainable programs and services throughout Ontario with the mission of providing leadership and support for the advancement of soccer in collaboration and cooperation with our member District Associations, partners and other stakeholders. Ontario Soccer owns and operates the Zanchin Automotive Soccer Centre in Vaughan, Ontario as well operating the Ontario Player Development League (OPDL); the province's premier standards based youth development program, as well as "Team Ontario", Ontario Soccer's provincial Xcel program. Ontario Soccer proudly supports Canada Soccer's National Teams, the Canadian Premier League and Toronto FC.

The overall objective of Ontario Soccer as a hub for Coach, Match Official and Player Development is to be innovators and leaders in sport and to assist with the equitable development of soccer as a healthy lifestyle choice, provide a talented pathway for participants to excel and encourage inclusive community involvement at all levels.

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### **Position Summary:**

Reporting to the Senior Manager, Competitions, this position provides administrative, planning and promotional support required for the successful execution of Ontario Soccer's competitions, as well as some designated special events. There is an emphasis on the coordination of the Ontario Player Development League's game day operations, Ontario Cup, Ontario Indoor Cup, Ontario Futsal Cup, Provincial Xcel Competition Series, and other elements of League Management.

Another primary accountability for the Coordinator, Competitions will be providing services to the membership by training and supporting various stakeholders on the effective delivery of competitions in alignment with Long-Term Player Development principles and standards. The seasonal support & delivery of Canada Soccer National Championships; specifically, when being hosted in Ontario and with Ontario clubs competing throughout the country will also be required.

### **Primary Duties and Responsibilities:**

- Planning & preparation for OPDL competitions and other Ontario Soccer competitions;
- Coordination and execution of OPDL game day operations at OPDL ID weekends;
- Data entry, management & reporting into Development department databases;

# **JOB POSTING**

## **Coordinator, Competitions**

- Collaborate with Business Department on the Marketing & Promotion of Competitions;
- Maintaining inventory of equipment and supplies for competitions;
- Assisting with program discipline and compliance;
- Build and maintain relationships with both internal & external stakeholders;
- Liaising with Development & League Management Staff on matters relating to OPDL Game Day Operations & Compliance through timely communications & frequent reporting;
- Development & maintenance of applicable sections on the Ontario Soccer website;
- Updating & maintaining OPDL League Management website, including, but not limited to, areas such as game day operations and ensuring that theOPDL.com is up to date including game day staff, venue details, uniform colours, game results, etc.;
- Ordering, distributing, tracking and maintaining all competition-related equipment;
- Filing and maintaining game sheets and reports;
- Reviewing game reports and recording issues;
- Assist with the planning & delivery of Ontario Soccer competitions and events such as, but not limited to, Ontario Cup, Ontario Indoor Cup, Ontario Futsal Cup, Soccer Summit, etc.;
- Liaise with all relevant stakeholders on matters relating to Ontario Cup competitions including scheduling, results, protests, discipline by review, etc.;
- Assisting with administration of competition's compliance;
- Liaise with stakeholders on matters relating to Ontario teams and their participation in Canada Soccer's National Championships;
- Coordinate the activities of Competitions volunteers, contractors & other staff;
- Survey design and data analysis for competition programs;
- Engage, as required, with Membership Services on the management of the Competitions and Travel Management System;
- Coordinate approval of Terms of League operation and teams in League assignment for all Soccer for Life Regional and Provincial Leagues;
- Collaborate with other Development Department staff as required from time to time; and
- Support Ontario Soccer events, such as the Ontario Soccer Summit, as needed

### **Qualifications:**

#### **Experience & Education:**

- Post-Secondary education in sports administration, physical education, health, recreation or other related discipline, or comparable work experience;
- Minimum of 2 years' experience in a sport-related field with administrative support, competition or event management & working with volunteers or other comparable experience; and
- Experience with soccer-specific game day operations is an asset

#### **Skills and Competencies**

- Understanding of the Long-Term Player Development model and both Ontario Soccer's and Canada Soccer's technical programming
- Strong analytical skills with ability to identify trends, conduct analyses and make appropriate recommendations
- Passion and interest in the development and delivery of competitions that are player-centered
- Strong verbal and written communication skills;

## **JOB POSTING**

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- Demonstrated proficiency in the use of common technology and computer platforms including experience with website updates, Microsoft Office Suites, Google Cloud Apps and Apple software
- Detail orientation with well-developed time management skill to continually meet the requirements of the role;
- Experience in building and maintaining strong interpersonal and organizational relationships, including interest in working with and supporting volunteers;
- Self-starter with the ability to work alone and as part of team with flexible hours, including evenings & weekends; and
- Demonstrating great initiative and energy while subscribing to continual self-improvement.

**Note:** This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. The incumbent may be asked to perform other duties which may be assigned from time to time.

Ontario Soccer is committed to fostering an inclusive and accessible environment; as such, Ontario Soccer will consider applicants that meet the requirements and that reflect and support the diversity of the soccer community. Ontario Soccer is seeking to provide fair, equitable, and accessible opportunities for all employees and prospective employees. Accommodations during the application process are available upon request.

Please submit your cover letter and resume  
(Using Coordinator, Competitions as the subject) to:  
[jobs@ontariosoccer.net](mailto:jobs@ontariosoccer.net)

**Submission Deadline: Wednesday, January 22 at 5:00 pm.**

We thank all applicants for their interest. Only those selected for an interview will be contacted.