

JOB DESCRIPTION

Game Day Convenor - Contractor

Position Title: Game Day Convenor - Contractor
Position Term: Contract – Part time
Location: Ontario
Reports To: Senior Manager, Competitions

Background:

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.

Position Summary:

The Ontario Soccer **Game Day Convenor** reports into the Senior Manager, Competitions. Ontario Soccer's Competitions Team is responsible for the delivery and management of the Ontario Player Development League (OPDL), Ontario Cup, Ontario Indoor Cup, Ontario Futsal Cup, IModel C1 Regional Championships, and other competitions from time to time.

Game Day Convenors will manage game day operations at various Ontario Soccer competitions throughout the indoor and outdoor seasons. They will also provide support for teams during their game day experience and manage the set-up and closing of venues for match play.

The role is deadline-driven and at times, time-intensive and requires energetic, highly motivated multi-taskers who are exceptional communicators, organizers and thrive on delivering high quality customer service. This position is primarily centered around the GTA and requires work on weekends as per Ontario Soccer's competitions calendar throughout the year.



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Primary Duties and Responsibilities:

Working with the Competitions Team and other Game Day Operations Staff, the Ontario Soccer Game Day Convenor Contractor will support the team in in the following areas:

- Set up of the field(s) of play, which may include:
 - set up of goals and pitch markings
 - set up of administration areas/tables
 - set up and testing of pitch side PA system
 - set up of banners and flags
 - posting of event signage
- Liaising with teams and communicating with Team Officials as needed throughout the event
- Volunteer Liaison – assisting with volunteers and assigning tasks as necessary
- General customer service support to teams and their support groups during the competition
- Point of contact for Match Officials on arrival and during their assignments
- Assistance to onsite medical staff when applicable
- Set up video recording equipment as required
- Game time administration, including checking of Player ID, scorekeeping, assistance with game reports and other paperwork
- Close up of venue on completion of final game(s), including:
 - Take down / storage of goals and removal of pitch markings as needed
 - Removal of banners/signage
 - ensuring pitches and venue are returned to a general state of tidiness
 - closure of venue in line with venue requirements
- Maintaining accurate results of games, posting scores, collecting and maintaining organized game reports, tracking discipline, etc.
- Manage the storage and return of equipment
- Report back to Ontario Soccer Competitions Team with required paperwork and competition summaries
- Collaborate with additional staff or contractors as required
- Social media and website content creation as assigned

Skills and Qualifications

- Degree/diploma in Sports Management or related program or enrolled in a Sports Management or related program at a College or University
- Excellent verbal and written communication skills
- Good interpersonal skills - able to develop relationships with internal and external stakeholders
- Highly organized with great attention to detail
- Ability to work under pressure, handling multiple priorities
- Effectively takes initiative, can work independently, and demonstrates an enthusiastic approach to work



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- Experience with Ontario Soccer competitions and events is preferred
 - Sport and/or Soccer/Futsal-specific experience is an asset
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Expectations

- Competitions Contractor will have a driver's license and provide their own transportation
- Physical Considerations:
 - Able to carry up to 50 pounds of material
 - Comfortable standing for prolonged periods of time

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.

A Police Check and Vulnerable Sector check will be required

Please submit your cover letter and resume (with Game Day Convenor as the subject) to:

jobs@ontariosoccer.net

Submission Deadline: Until positions are filled.

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



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