

JOB POSTING

Manager, Facilities Administration

Position Title: Manager, Facilities Administration
Position Term: Full Time
Location: Vaughan, Ontario
Reports To: Director, Facilities

Background:

Do you want to gain invaluable work experience in the world of amateur sport? Have you ever wanted to help grow the game of soccer in Ontario?

With more than 950,000 visitors annually, The Zanchin Automotive Soccer Centre is one of Canada's leading competition, training and education soccer facilities. Located on a 25 acre parcel of land easily accessible from Ontario's major highways, The Zanchin Automotive Soccer Centre features a 130,000 square foot indoor field house that can accommodate three single soccer fields, or one full size 11-a-side game. In addition to the indoor facility, the Zanchin Automotive Soccer Centre boasts an outdoor turf field and stadium, which has a seating capacity for 1200.

The facility also features a sports therapy clinic, meeting space, and restaurant. Home of Ontario Soccer, the facility also plays host to major Provincial and National competitions such as Ontario Player Development League (OPDL), Provincial Indoor Soccer League (PISL), Ontario Cup, and League1 Ontario.

Position Summary:

The Zanchin Automotive Soccer Centre is inviting applications for the position of Manager, Facilities Administration. Reporting to the Director Facilities.

Primary Duties and Responsibilities:

- Manage facility reservations with an emphasis on new business through strong relationship management;
- Manage and responsible for financial tracking and reporting (Accounts Receivable and Accounts Payable, assist with annual audit, liaise with Finance team);
- Prepare necessary reports, minutes and information when required;
- Provide support for special events, and act as a staff resource for Facilities initiatives
- Budget management and tracking of facility programs;
- Provide support for both existing and new clients;
- Constant oversight and communication with Coordinator Facilities Administration to ensure field bookings are confirmed and status of operations is known;
- Develop and deliver on alternative revenue programs such as Advertising, Partnerships;
- Assist patrons with general building information;
- Assist clients with rental information; and



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- Assist in and follow the Policies and Procedures of Ontario Soccer and the Zanchin Automotive Soccer Centre.

Qualifications:

- A comprehensive understanding of the sport of soccer in Ontario with proven successful experience in administration, financial management and partnership development;
- Post-Secondary education in Business, Sport Administration, recreation, or other related discipline preferred;
- Proven excellence in work habits and ability to work with minimal supervision;
- Ability to work well with colleagues and with great initiative and energy;
- Self-starter willing to take initiative and work independently;
- Ability to work flexible hours, evenings, weekends and holidays;
- Strong interpersonal, leadership and team building skills; ability to manage and resolve conflicts;
- Computer literacy with Microsoft Office (Excel, MSWord and PowerPoint);
- Excellent written and oral communication skills; ability to liaise effectively with the public, elected officials and community groups;
- At least 3 years' experience in similar role with an emphasis on business or sport administration; and
- Must possess strong analytical skills.

Education:

Post-Secondary education in Business, Sport Administration, Recreation, or related field preferred

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 (with Manager, Facilities Administration) as the subject) to:

jobs@ontariosoccer.net

Submission Deadline: Wednesday April 16th, 2025



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



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