

# JOB POSTING

## OPDL VENUE COORDINATOR

**Position Title:** OPDL Venue Coordinator  
**Position Term:** Contract – Part time  
**Location:** Varies  
**Reports To:** Senior Manager, Competitions

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### 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?

Ontario Soccer is actively searching for talented and ambitious individual who are passionate about the field of sport management and want to apply their knowledge at Canada's largest provincial sport organization.

Founded in 1901, Ontario Soccer is comprised of more than 540 Clubs servicing over 24,000 teams with 380,000 registered players, 70,000 coaches and managers, and 10,000 match officials, as well as countless volunteers, parents and supporters comprising 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 membership, partners and other stakeholders.

An overall goal of Ontario Soccer is to assist with the equitable development of soccer as a healthy lifestyle choice, provide a talented pathway for players to excel and encourage inclusive community involvement at all levels.



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### Position Summary:

The Ontario Player Development League (OPDL) is the province's standards-based, youth high performance league that combines top level competition with strict high performance training standards. The OPDL represents young players' early graduation to a genuine high performance training environment, targeting only the top athletes in the province from age groups U13 to U17, with what is considered the highest level of competitive youth soccer in Ontario. Unlike other leagues, OPDL operates more as a high performance training program than merely a league.

OPDL Venue Coordinators manage game day operations at a specific venue of a License Holder or Ontario Soccer for any games played throughout the OPDL soccer season. As well as providing support for teams during their game day experience, OPDL Venue Coordinators also manage the set-up of venues for match play and the break down and close up in the evening.

The role is deadline-driven and 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 mostly centered around the GTA, and requires approximately one weekend of work per month between May and October.

### Primary Duties and Responsibilities:

- a) Set up of the field(s) for game play, which may include:
  - I. set up of goals, corner flags and field markings
  - II. set up of administration gazebos
  - III. set up and testing of pitch side PA system (if available)
  - IV. set up of OPDL banners and flags
  - V. posting of OPDL directional signage (as needed)
- b) Liaising with OPDL teams on their arrival
- c) General customer service support to teams and their support groups during their OPDL game
- d) Point of contact for Match Officials on arrival and during their visit
- e) Assistance to onsite medical staff during their visit
- f) Game time administration, including checking of Player Registration books/cards, assistance with substitution forms, game sheets and other paperwork
- g) Close up of venue on completion of final game, including:
  - I. storage of field equipment as needed
  - II. ensuring fields and venue are returned to a general state of tidiness
  - III. powering off floodlights and closure of fields in line with venue requirements
- h) Completion of Venue Coordinator reports
- i) Submission of all reports and paperwork to OPDL



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### Experience & Skills:

- The candidate must possess initiative and relationship building skills
- Must possess strong written and oral communication skills
- Strong time management and proficiency skills
- Ability to work alone and as part of a team
- Strong planning and organization skills with the ability to multi-task
- Experience working with volunteers
- A comprehensive understanding of the OPDL and Ontario Soccer is an asset

**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.

A Police Check and Vulnerable Sector check will be required, cost of which will be reimbursed by Ontario Soccer.

Please submit your cover letter and resume (with OPDL Venue Coordinator as the subject) to:

[jobs@ontariosoccer.net](mailto: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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