



GAME DAY MANAGER (2 OPEN POSITIONS)

Reporting Line:	Senior Program Coordinator (direct)
Term:	Contract, Full-Time
Location:	Mississauga, ON
Contract Term:	April 10, 2024 to August 31, 2024 (possible 2-month extension)
Compensation:	\$20.00 per hour (25-40 hours per week)
Funding:	Position partially funded by Canada Summer Jobs
Work Conditions:	Tuesday to Sunday, primarily evenings. Candidates may be required to work statutory holidays.

Position Overview:

The North Mississauga Soccer Club seeks a dynamic and highly motivated individual to lead the position of "Game Day Manager" to support the very important delivery of on-field setup & experiences for our League1 Ontario programs. The position will primarily operate out of Mattamy Sports Park located at 5320 Ninth Line in Mississauga. If you are an outgoing, strong communicator, quick thinking, problem solver, and unafraid to roll up your sleeves and "get the job done", this role may be perfect for you! The position is primarily outdoor and you will be working in all weather conditions.

Key Responsibilities:

- Set up of the field(s) for game play, including:
 - Setting up of goals, corner flags and field markings
 - Setting up of administration gazebos (tents for home team, away team, match officials)
 - Setting up and testing of pitch side PA system (if available)
 - Erecting of banners and flags
 - Posting of directional signage (as needed)
 - Game balls
 - Water bottle coolers
 - Gatorade stations
 - Dressing rooms
- Liaise with teams on their arrival, ensure dressing rooms are ready for use.
- Setup, monitor and manage Veo Cam 3 recorder and live streaming.
- Upload game footage to Veo cloud promptly at the end of the day.
- Provide exceptional customer service and support to stakeholders during matches.
- Serve as Primary point-of-contact for Match Officials on arrival and during their visit, ensuring dressing rooms are ready for use.
- Assist to onsite medical staff during their visit
- Volunteer management including assignment and main point of contact for all volunteers
- Management of volunteers working on-site
 - Guide the youth walk-on team (L1 games) in their expected pre-game activities
 - Supervision of Grassroots (U8-U12) Festivals hosted by the Club



- Game time administration, including checking of Player Registration books/cards, assistance with substitution forms, game sheets and other paperwork
- Close up of venue on completion of final game, including:
 - Storage of field equipment as needed
 - Maintenance facility in general state of tidiness
 - Powering of floodlights and closure of fields in line with venue requirements
 - Completion of Venue Coordinator reports
 - Submission of all reports, including incident reports, equipment updates and paperwork to the league in a timely manner
- Manage the office space, account and track for all training and technical equipment including but not limited to soccer balls, nets, agility equipment, video equipment, etc
- League1 Premier & Championship Jersey Laundering Services

Programs Under Management including but not limited to:

- OPDL operating as LFC IA Mississauga
- League1 Ontario Premier, League2, and Reserves

Qualifications:

- Pursuing or hold a Bachelor's degree in sports management, recreation, education, or a related field, an asset.
- Strong written and verbal communication skills, with the ability to convey information effectively to diverse stakeholders.
- Ability to work alone and as part of a team
- Strong planning, time management, and organization skills with the ability to multitask
- Ability to lift heavy equipment
- Experience managing and/or working with volunteers
- A comprehensive understanding of the Ontario Soccer, OPDL, and League1 is an asset
- First Aid & CPR Certification Required
- Expertise working in a Soccer Club environment

Application Process:

To apply for the position of "Game Day Manager", please submit your resume and cover letter to careers@nmsc.net by March 13, 2024.

OPTIONAL: *In lieu of a cover letter, candidates are welcome to record a 3-minute video detailing their relevant experience and explain why they are the ideal candidate for this role. Feel free to get creative!*

The North Mississauga Soccer Club is an equal-opportunity employer. We encourage applications from candidates of all abilities, regardless of age, race, religion, gender, sexual orientation, and ethnicity.