



SOCCER OPERATIONS ASSISTANT (3 OPEN POSITIONS)

Reporting Line:	Program Coordinator (direct)
Term:	Contract, Full-Time
Location:	Mississauga, ON
Contract Term:	12-week paid internship, commencing in May or June (possible extension)
Compensation:	\$20.00 per hour (25-35 hours per week)
Funding:	Position funded by Canada Summer Jobs

Position Overview:

The North Mississauga Soccer Club seeks a dynamic and highly motivated individual to lead the position of "Soccer Operations Assistant" to support the very important delivery of both in-office and on-field programs. The position will primarily operate during the day out of our Clubhouse at 10 Falconer Drive, Unit 12 and evenings at surrounding soccer fields in Mississauga. If you are an outgoing, strong communicator, leader and problem solver, this role may be perfect for you! This position is indoor during office hours, outdoor in the evenings and you will be working in all weather conditions.

Key Responsibilities: Club Office (70%)

- Coordinate administrative and organizational processes for the outdoor season across all Club programming
- Assist with player registrations, team official registrations and certifications following the Peel Halton Soccer Association requirements
- Assist with uniform and equipment management
- Front desk duties including: managing parental inquiries via phone and email, registrations, and a variety of staff support
- Updating and maintaining the Club's website with current information
- Assist with program coordination, including but not limited to, program outlines, online registration and scheduling
- Assist with volunteer recruitment and screening
- Helping to organize uniforms, medals and aid in distribution
- Inventorying of uniforms and equipment
- Assisting families with program questions, PowerUP registrations and rostering
- Attend team meetings
- Involved in league registrations across all Club programming



Key Responsibilities: On-Field Office (30%)

- Field Convenor responsibilities from 5:30-8:30 pm two to three times a week
- Monitor games and programs to ensure to the safety of all participants
- Follow the incident report process in regards to any on-field incidents involving our families and officials
- Ensure staff, volunteers and referees are in attendance
- Be first point of contact for the families and direct to appropriate staff members
- Assist with event organization and hosting: end of season tournaments and festivals

Programs Under Management, including but not limited to:

- Summer Outdoor Recreational program
- Summer Camp program
- End of season tournaments and festivals

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.
- Strong computer skills
- Leadership skills, enthusiasm and willingness to learn individually and as part of a team
- Strong administration, planning, time management, and organization skills with the ability to multitask
- Knowledge of non-profit sector an asset
- Ability to lift equipment: ball bags, nets, event tents, uniform boxes
- Experience managing and/or working with volunteers
- A comprehensive understanding of the Ontario Soccer and it's rules and regulations an asset
- First Aid & CPR Certification Required
- Expertise working in a Soccer Club environment

Application Process:

To apply for the position of "Soccer Operations Assistant", 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.