



BURLINGTON SOCCER CLUB

3390 SOUTH SERVICE ROAD, SUITE 104, BURLINGTON ON L7N 3J5

905.333.0777 • WWW.BURLINGTONSOCCER.COM

Position Title: Coordinator, Technical Programs
Type: Part-time, Contract
Location: Burlington, ON
Reports To: Manager, Soccer Operations
Start Date: Immediate

BACKGROUND

The Burlington Soccer Club (BSC), a not-for-profit organization, was established in 1962. Today, the Club has approximately 9,000 youth and adult soccer players and is one of the largest soccer clubs in Ontario. The BSC is home to the Burlington Bayhawks and is proud of its competitive team successes over the years, which includes 44 provincial championships and 13 national championships. The Club holds a Canadian National License, Ontario Provincial Development League (OPDL) License, and League 1 Ontario (L10) Franchise.

POSITION SUMMARY

As part of the BSC technical team and reporting to the Manager, Soccer Operations, this position serves as the club registrar and supplementary program lead in the department. This position will follow direction as outlined by Canada Soccer and National Youth Club Licensing. This position will contribute to the development of a unified soccer family where the needs of the player are always put first, ensuring every player has the best chance to reach their full potential, whether that potential is playing recreational soccer or being called up for Canada.

PRIMARY DUTIES & RESPONSIBILITIES

External Administration

- Liaise with governing bodies (CS, OS, PHSA, OPDL and League1 officials)
- Professional representation of the club at District, Provincial, and National Association meetings, workshops, and conferences
- Work with the Club's Director of Soccer and Manager of soccer operations to ensure effective communication exists

General Club Administration

- Provide customer service support for technical programs
- Manage Registration of all players in Grassroots, Competitive, OPDL and League 1 programs.
- Manage Registration of all teams into leagues within the District and Provincial
- Support fee schedules, fee collections and accounts receivables
- Completion of any applications required for team travel, tournaments and exhibition
- Update all program documentation and guide support uniform order process
- Work alongside and support the Executive Director and Director of Soccer as required
- Attend administrative meetings and workshops when required and submitting report/meeting minutes to Director, soccer
- Provide support when needed for club events
- Assist Program Managers (GR, HP, OP) with other general tasks as required
- Administer the Club's policies as defined by its Board of Directors & Executive, Director
- Ensure compliance with District, Regional, OPDL, I-Model, and League1 Operational Rules
- Support and ensure accurate records of all Rep and OPDL Player and Coach information and licensing



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Program Operations

- Lead, Lead, coordinate and administer all supplementary programs
- Other duties may be assigned from time to time by the Director of Soccer
- Vary based on Club projects, initiatives, events
- Assist with other BSC programs as required

EXPERIENCE & SKILLS

- Post-secondary education in sports management, sports sciences, or Business Administration (or equivalent)
- National C-License (or age-appropriate equivalent)
- Respect in the Workplace and in Sports for Activity Leaders (valid certification)
- The candidate must possess initiative and relationship-building skills
- Experience implementing a cohesive, age appropriate, player pathway
- Previous experience in mentorship an asset
- Excellent written and oral communication and presentation skills
- Proficiency with Microsoft Suite of Products and experience with coach and player development software's
- 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
- Knowledgeable with conflict resolution and mediation, lead with diplomacy
- Must have a valid G Driver's License and access to a vehicle
- Position is in-office and on-field, so the ability to work flexible hours based on Technical department needs is a must (evenings and weekends anticipated)

Information provided by candidates for these positions will be used only for candidate selection. We thank each candidate for taking the time and effort to apply; however, only candidates to be interviewed will be contacted.

As a member of the BSC Team, this position requires a police background check and clearance with respect to persons working with vulnerable persons.

Applicants must have the authorization to work in Ontario.

BSC is committed to upholding the values of equity, diversity, and inclusion in our work environment. We value the contributions that each person brings and are committed to ensuring full and equitable participation for all members of our Club.

Candidates requiring accommodation to participate in the hiring process should contact Samantha Stewart at sstewart@burlingtonsoccer.com.

Expressions of interest, accompanied by a cover letter and resume, will be accepted until filled, and sent confidentially to: slammie@burlingtonsoccer.com.