



BURLINGTON SOCCER CLUB

3390 South Service Road, Suite 104, Burlington ON L7N 3J5

905.333.0777 • www.burlingtonsoccer.com

Position Title: Facility Staff – Domes
Type: Contract, Part-time, October – April
Location: Burlington, ON
Reports To: Facilities Manager
Start Date: October, 2025

BACKGROUND

The Burlington Soccer Club (BSC), a not-for-profit organization, was established in 1962. Today, the Club has approximately 16,000 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, an Ontario Provincial Development League (OPDL) License, and a League 1 Ontario (L1O) Franchise.

POSITION SUMMARY

Reporting to the Facility Manager, Facility staff would be responsible for the day-to-day operation and maintenance of the Sherwood Forest Park Domes, other BSC facilities, programming, and events. The successful candidate will be independent, motivated, and appreciate the value of attention to detail and time management.

PRIMARY DUTIES & RESPONSIBILITIES

- Monitor BSC indoor programming to ensure programs run to schedule
- Ensure all equipment and facility needs are met and exceeded
- Maintenance and organization of BSC facilities and equipment
- Provide positive and supportive customer service experience for our members
- Liaise with Operations Department to remain up-to-date on programs and changes

EXPERIENCE & SKILLS

- The candidate must possess initiative and relationship-building skills
- Candidate must be detailed oriented
- Excellent customer service skills
- Strong time management
- Ability to work alone and as part of a team
- Effective organization and observation skills
- Ability to work evenings and weekends is required



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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.

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 Tony Miele, Facilities Manager at: tmiele@burlingtonsoccer.com

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