



BURLINGTON SOCCER CLUB

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

905.333.0777 • WWW.BURLINGTONSOCCER.COM

Position Title:	Grassroots Program Coordinator
Type:	Summer Internship (30-35 hours per week)
Location:	Burlington, ON
Reports To:	Director of Development
Term:	Early May to end of August

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, Ontario Provincial Development League (OPDL) License, and Ontario Premier League (OPL) Franchise.

POSITION SUMMARY

As part of the Technical Department and reporting to the Director of Development, this position assists and supports the delivery of grassroots and development programs. The position assists in all aspects of the development program and will include administrative duties.

The role is deadline-driven and time-intensive and requires energetic, highly motivated multi-taskers who are exceptional communicators and organizers and thrive on delivering high-quality customer service.

PRIMARY DUTIES & RESPONSIBILITIES

- Support Grassroots Programs with program administration
- On-field technical support
- Equipment inventory management support
- Summer Camp Support
- Soccer School Support
- Session planning & delivery
- Responsible for field set-up and take-down
- Assist with Equipment Coordination
- Interact with Club Membership and Coaches
- Assist in the creation of Development schedule and coordination

EXPERIENCE & SKILLS

- Current enrollment in a post-secondary institution (preferably Recreation/Business Program)
- The candidate must possess initiative and relationship-building skills
- Excellent written and oral communication skills
- Familiarity with Microsoft Suite of Products and experience with video 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
- Must have a valid G Driver's License and access to a vehicle
- A comprehensive understanding of the OPDL and Burlington Soccer Club is an asset



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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 Samantha Stewart at ssstewart@burlingtonsoccer.com.

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