



BURLINGTON SOCCER CLUB

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

905.333.0777 • WWW.BURLINGTONSOCCER.COM

Position Title: Operations Coordinator
Type: Summer Internship (30-35 hours per week)
Location: Burlington, ON
Reports To: Chief Operations Officer
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 50 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 Operations team and reporting to the Chief Operations Officer, this position is responsible for day-to-day operations of the youth and adult house leagues for the upcoming indoor seasons.

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

- Assist with rostering players to teams ensuring special requests are taken into consideration
- Assist with coach recruitment and provide Club support throughout the season
- Assist with game scheduling and provide up-to-date communication with parents/players
- Candidate will be an integral part of the Operations Team in the development and implementation of the recreational leagues
- Assist in event and field preparation for set up and tear downs
- Field visits required to ensure the smooth operation of the leagues
- Work cooperatively with others
- Incumbent will respond to emails and telephone calls in a timely manner

EXPERIENCE & SKILLS

- Current enrollment in a post-secondary institution (preferably Event Management/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
- Must be able to work Tuesday, Thursday & Friday evening and Saturday mornings



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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 sstewart@burlingtonsoccer.com.

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