

JOB POSTING

OPDL FIELD MANAGER

Position Title: OPDL Field Manager
Position Term: Contract – Part time
Location: Ottawa
Reports To: Senior Manager, Competitions

Background:

Do you want to gain invaluable work experience in the world of amateur sport? Have you ever wanted to help grow the game of soccer in Ontario?

Ontario Soccer is actively searching for talented and ambitious individual who are passionate about the field of sport management and want to apply their knowledge at Canada's largest provincial sport organization.

Founded in 1901, Ontario Soccer is comprised of more than 540 Clubs servicing over 24,000 teams with 380,000 registered players, 70,000 coaches and managers, and 10,000 match officials, as well as countless volunteers, parents and supporters comprising a direct, multi-cultural community of over 1,000,000 Ontarians.

Ontario Soccer develops and delivers exceptional and sustainable programs and services throughout Ontario with the mission of providing leadership and support for the advancement of soccer in collaboration and cooperation with our membership, partners and other stakeholders.

An overall goal of Ontario Soccer is to assist with the equitable development of soccer as a healthy lifestyle choice, provide a talented pathway for players to excel and encourage inclusive community involvement at all levels.



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Position Summary:

The Ontario Player Development League (OPDL) is the province's standards-based, youth high performance league that combines top level competition with strict high performance training standards. The OPDL represents young players' early graduation to a genuine high performance training environment, targeting only the top athletes in the province from age groups U13 to U17, with what is considered the highest level of competitive youth soccer in Ontario. Unlike other leagues, OPDL operates more as a high performance training program than merely a league.

OPDL Field Managers is the highest point of OPDL authority on game day and provide support to OPDL Venue Coordinators. The Field Manager is the main point of contact if issues arise at venues and assist if needed. The Field Manager visits venues and completes venue evaluations, provides guidance to OPDL Venue Coordinators and is on call and may be required to attend a venue or address issues that may arise.

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

Primary Duties and Responsibilities:

- a) Provide support to Venue Coordinators on OPDL game days
- b) Liaising with Venue Coordinators to ensure venues are running smoothly
- c) Visit various venues on OPDL game days
- d) Complete venue evaluations during visits and review with Venue Coordinators
- e) Fill in for Venue Coordinator if necessary
- f) Provide guidance to OPDL Venue Coordinator at venue
- g) Be on call and available to attend venue or address issues that might arise
- h) On-Site Field Manager at Central Venues where needed
- h) Submit completed venue evaluations
- i) Report any issues or concerns to Senior Manager, Competitions



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Experience & Skills:

- The candidate must possess initiative and relationship building skills
- Must possess strong written and oral communication skills
- 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
- A comprehensive understanding of the OPDL and Ontario Soccer is an asset

Note: This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. The incumbent may be asked to perform other duties which may be assigned from time to time.

A Vulnerable Sector Check will be required, cost of which will be reimbursed by Ontario Soccer.

Please submit your cover letter and resume (with OPDL Field Manager as the subject) to:

jobs@ontariosoccer.net

Submission Deadline: Until positions are filled.

We thank all applicants for their interest but only those selected for an interview will be contacted.



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