

OAKVILLE SOCCER CLUB VOLUNTEER JOB DESCRIPTION



Position: Volunteer Youth League Convenor
Reports to: Youth House League & Special Programs Coordinator
Employment Dates: August 2016 – April 2017

OAKVILLE SOCCER CLUB

The Oakville Soccer Club, founded in 1972, is the largest amateur soccer club in Canada, with over 19,000 participants coached by over 900 volunteer and professional coaches. OSC is based at its 100,000 square foot indoor soccer facility on Pine Glen Road in North Oakville, and proudly carries the Ontario Soccer Association's Gold Standard Award for Club Excellence. OSC is committed to advancing every player through technical training, encouragement and opportunities for players to advance their soccer and life skills.

VOLUNTEER ROLE

In a volunteer capacity, convenors are responsible for the age group (division) assigned. The convenor will create balanced rosters and work closely as a liaison between the coaches, parents, Club and Staff coach in addition to assisting with scheduled activities and events by the Oakville Soccer Club.

RESPONSIBILITIES & POSITION REQUIREMENTS

- Learn Sport Savvy, system used to manage coach and player assignments
- Clear understanding of and adherence to OSC Vision, Mission and Values as set in the OSC Strategic Plan as well as in the Principles and Policies related to House League
- Ensure each team is assigned with a coach by following up with assigned coaches and asking for volunteers through registered player lists (if necessary)
- Finalize placement of players on teams as per coach requests and sponsor requests.
- Create fair and balanced teams to the best of their ability based on previous seasons rankings
- Take part in the pre-season Coaches' Kick Off for designated age group to meet coaches and assist with hand out of coaches' packages (see Calendar of Events for dates).
- Provide a liaison between coaches and the Oakville Soccer Club for distribution of information, upcoming events, schedule changes, etc.
- Provide a liaison between coaches, parents and the OSC when necessary regarding, but not limited to, concerns, referee attendance, field conditions, game scores, etc.
- Attend award presentations for age group at end of season events
- Enter all player evaluations for designated age group and send copies to the Club (U6-U18)
- Submit or attend end of season feedback session
- Attend Convenor meetings and training sessions as set by the Oakville Soccer Club
- Communicate with the Youth House League & Special Programs Coordinator on any issues requiring assistance

CONDITIONS

- May not be involved as a team official/club official with another club
- Sign Oath of Confidentiality as Convenors have access to sensitive and personal information
- Have a valid police check that is current within 2 years
- Cannot coach and convene in the same age group and gender

If you are interested in becoming a Convenor, or would like more information, please contact Nick Vetro, Youth House League & Special Programs Coordinator at nvetro@oakvillesoccer.ca or by phone at 905-849-4436 ext. 4459.