

# OAKVILLE SOCCER CLUB JOB POSTING



**Position: Facility Staff**

**Position Type: Part-Time**

**Starting Date: October 2021**

**Application Deadline: Wednesday, September 27, 2021**

## OAKVILLE SOCCER CLUB

The Oakville Soccer Club, founded in 1972, is one of the largest amateur soccer clubs in Canada with over 19,000 participants annually. Based at the Pine Glen Soccer Centre, a 100,000 square foot indoor soccer facility in North Oakville, the Club provides year-round recreational and competitive programming for both youth and adults. Proudly working with over 1,200 volunteer and professional coaches each year, the Club strives to promote a culture of development, inclusivity and positivity. A consistent leader within amateur soccer and sport, OSC is an active member of Ontario Soccer and the provincial soccer community, and is a Canada Soccer National Youth Club Licence holder.

## PGSC FACILITY STAFF

The Oakville Soccer Club is inviting applications for the part-time PGSC Facility Staff. This position is the welcoming, front-facing staff at the Oakville Soccer Club and the Pine Glen Soccer Centre. This is a great part-time position for individuals with late afternoon, evening and weekend availability.

## JOB RESPONSIBILITIES

- Provide exemplary customer service to all members and guests of OSC/PGSC
- Assist with the supervision of both indoor and outdoor activities at all facilities operated by OSC
- Complete contract tracing, symptom checks and vaccine verification as required for OSC programs and facility rentals
- Handle general inquires and direct questions accordingly
- Set up facilities for programs, rentals, internal and external meetings, etc.
- Ensure the physical condition and cleanliness of all facilities is continuously maintained to the highest standards
- Other tasks as assigned

## POSITION REQUIREMENTS:

- Positive, outgoing and energetic attitude with a customer focused approach
- Excellent communication, organization, problem solving and decision-making skills
- Customer Service/Front Line staff experience required, ideally in a similar setting
- Must be available to work a minimum of 15-20 hours per week and be available evenings and weekends

To apply, please send your resume complete with covering letter to [employment@oakvillesoccer.ca](mailto:employment@oakvillesoccer.ca) with **PGSC Facility Staff – PT** in the email subject line. Please state your tentative availability in your cover letter. Applications close at 5:00 p.m. on Wednesday, September 29, 2021. Candidates requiring any accommodations to participate in the recruitment and/or interview process should communicate the email with the cover letter and resume.

The Oakville Soccer Club thanks all applicants in advance for their interest, but advises that only those being invited for formal interview will be contacted.