

# Oakville Soccer Club

## Job Posting

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**Position: Facility Staff**

**Position Type: Part-Time (10-20 hours/week)**

**Start Date: Ongoing Intake**

### **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 while handling general inquiries and direct questions regarding OSC programming
- Assist with the supervision of both indoor and outdoor activities at the Pine Glen Soccer Centre including directing traffic, monitoring field usage, etc.
- Responsible for opening and closing the building as needed as well as completing hourly facility checks
- Setting up/changing/tearing down/cleaning up OSC fields and meeting rooms for various requirements
- Responsible for proactively keeping the facility maintained, clean and safe. This includes emptying waste bins, taking garbage out, general tidying and upkeep, completing washroom checks, sweeping, etc.
- 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 have availability on multiple days from 4pm to 11:30pm Monday to Thursday, 4:00pm to 12:30am Fridays and 7:30am to 12:30am Saturdays and Sundays. Must be available to **work a minimum** of one weekday **and** one weekend shift.
- Assist with daily operations including janitorial and general maintenance (light lifting may be required)

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. OSC will be hiring for this position on an ongoing basis. 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.