



League1 Ontario Job Posting

Position Title: Match Day Operations Coordinator (MDOC), League1 Ontario

Position Term: 2020 Season, April to September

Location: Venues Across Ontario (GTA, London, Windsor), as assigned

Background:

League1 Ontario (L1O) is actively searching for ambitious individuals, who are passionate about the field of sport and event management, who want to apply their knowledge and skills to Ontario's only Standards Based High Performance Senior Soccer League.

L1O was launched in 2014, with a Women's Division added in 2015. It now features seventeen (17) Men's teams and thirteen (13) Women's teams for the upcoming 2020 season.

Position Summary:

L1O is seeking applicants for the part-time Match Day Operations Coordinator (MDOC) position for the **2020** season.

The MDOC will ensure standards compliance and quality assurance for L1O License Holders with the goal of providing an outstanding match day experience for players, coaches, match officials and fans, both in venue and online.

Key Duties & Areas of Responsibility:

1. Standards Compliance and Quality Assurance:

In the 90 minutes prior to kickoff, the MDOC will serve as the league appointed liaison for the home team's Game Day Manager and the appointed Match Officials, as well as both team's coaching staffs. They will ensure that all facility and match day standards are being met.

2. Communications:

The MDOC will be responsible for providing match updates via Twitter, tweeting no less than three (3) times per match; (immediately before the match, at half-time and at full-time). MDOC's shall also tweet any notable moments during the match, at their discretion.

The MDOC will also be responsible for updating the L1O website during the match (statistics, score updates, etc.) and will be responsible for ensuring that all statistical data captured on the 4th Official Match Forms are identical to the data published on the website.



3. Reporting:

Following each match, the MDOC will complete a brief match report for the L1O Communications Team that will summarize key information and moments from the match. The L1O communications department will provide MDOCs with a template to assist with this task.

The MDOC is also required to complete a Match Day Standards Compliance summary report, which is submitted to the L1O League Administrator.

Additional duties, as required:

- Main point of contact in the event the match must be delayed or suspended
- Primary point of contact for TV production staff if/when a match is being broadcast
- Main point of contact in the event of any sort of emergency

Qualifications:

- A keen eye for detail to ensure League1 Ontario standards are being met
- Strong communication skills (both written and oral)
- A self-motivated team player with effective inter-personal skills
- Time management and organizational skills, with the ability to multi-task and manage competing priorities
- Must be able to work on weekends, although some mid-week assignments may be required
- Event management experience is an asset
- Sport journalism experience is an asset
- A valid driver's license and access to a vehicle is an asset

Training:

- All MDOC's will receive the necessary training to successfully execute their role
- **Training will take place on April 5, 2020 at the Ontario Soccer Centre in Vaughan, ON**
- Successful applicants will be required to attend training as a condition of employment

Remuneration:

- \$80.00/ match. Shift length is approximately four (4) hours, not including travel to and from the venue
- MDOCs will be provided L1O branded clothing to be worn on match days

Expectation:

- All MDOCs must provide own laptop computer with ability to connect to Wi-Fi and a data enabled cellular phone with audio and video recording capabilities in order to fulfill the expectations of this role properly.

To apply for this position, please submit your resume and cover letter to:

Admin@League1.ca

Submission Deadline: March 9th, 2020

We wish to thank all applicants for their interest and effort in applying for this position, however, only candidates selected for an interview will be contacted.