



Team Manager

Job Description

AFC Toronto is seeking a highly organized and proactive Team Manager to support the operational execution of First Team activities. The Team Manager is responsible for the day-to-day management of team operations, ensuring seamless coordination between players, coaching staff, and club administration.

This role is critical to delivering a professional, compliant, and high-performance environment and requires exceptional attention to detail, strong communication skills, and the ability to operate effectively in a fast-paced setting.

Key Responsibilities

Team Operations & Logistics

- Coordinate all team travel, including flights, accommodation, and ground transportation
- Manage training schedules, facility bookings, and overall, First Team logistics
- Ensure operational readiness for all home and away fixtures
- Provide day-to-day support to Football Operations staff
- Ensure appropriate nutritional and hydration provisions are in place during travel
- Work with the club catering provider to ensure accurate forecast for all meals

Matchday Operations

- Travel with the First Team for all fixtures
- Liaise with league officials, referees, and opposition clubs
- Prepare and submit all required match documentation (lineups, reports, compliance forms)
- Ensure full adherence to league competition rules and protocols
- Coordinate matchday operations with internal departments
- Oversee dressing room setup and readiness for both home and away matches

Player Administration

- Maintain accurate and up-to-date player records, contracts, and registration status
- Support visa applications, work permits, and international clearances
- Act as a key point of contact for player welfare and day-to-day needs
- Monitor and manage player appearance requests in line with Club and NSL policies
- Coordinate player ticketing and matchday administrative requirements

Equipment & Kit Management

- Support the Equipment Manager in maintaining accurate inventory across training, travel, and match kit
- Forecast training kit requirements and coordinate timely submissions to technical suppliers
- Oversee the Football Operations equipment budget, including technical and sports science needs
- Manage procurement and ordering of required equipment



AFC Toronto
Northern Super League

Qualifications & Experience

- Experience in professional or elite-level sport preferred
- High attention to detail and ability to perform under pressure
- Strong interpersonal and communication skills
- Strong understanding of league operations and player registration processes
- Excellent organizational and multitasking abilities
- Proficiency in Microsoft Office and team management systems

Key Attributes

- High level of discretion and professionalism
- Calm and composed under pressure, particularly on matchdays
- Proactive and solutions-oriented mindset
- Strong team-first approach

Type of Position & Location

- Full-time
- Irregular working hours, including evenings, weekends, and travel
- High-performance, fast-paced environment
- Significant matchday and travel commitments

Compensation

- Salary Range: \$55,000 to \$65,000 annual base salary
- Employee Health benefits package

How to Apply

If you're interested in this opportunity, please send your resume and cover letter to jobs@afctoronto.ca with the subject line: [JOB TITLE] - [Your Name].

Applications will be reviewed on a rolling basis and only shortlisted candidates will be contacted.

APPLICATION DEADLINE: May 15th, 2026