



JOB POSTING: Match Day Operations Coordinator League1 Ontario

Position Title: Match Day Operations Coordinator, League1 Ontario

Position Term: 2019 Season

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

Reports To: League1 Ontario League Administrator &
League1 Ontario Communications Coordinator

Background:

Do you want to gain invaluable work experience in the world of amateur sport? Have you ever wanted to help grow the game of soccer in Ontario?

League1 Ontario is actively searching for talented and ambitious individuals, who are passionate about the field of sport management and want to apply their knowledge for Ontario's only Pro-Am soccer league, which is a critical step on the established talented pathway.

Position Summary:

League1 Ontario is seeking applicants for the position of League1 Ontario Match Day Operations Coordinator (MDOC) for the **2019** season.

The MDOC will deliver crucial support to League1 Ontario License Holders and the league's Communications Department, with the goal of providing an outstanding match day experience for players, coaches, referees and fans both in venue and online.

Key Duties & Areas of Responsibility:

1. Compliance Enforcement:

In the 90-120 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 teams' coaching staffs, ensuring all facility and match day standards are being met and that the match kicks-off on time.



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Communications:

Once the match kicks-off, the MDOC's role will transition, becoming primarily focused on providing live match updates via Twitter and the League1 Ontario website. The live updates will comprise of a "minute to minute" live description of match events on social media, and accompanied with occasional video and photography elements.

Media Follow-Up:

Following the match, the MDOC will create a brief match report that will address key facts and information about the match. These reports may include content from brief interviews with the head coach of each team and with key players. In some instances, live video interviews (using a mobile device) with coaches and players may be required.

Reporting:

Also following each match, the MDOC will complete a post-game summary report, which is submitted to the League1 Ontario League Administrator.

Additional duties, as required:

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

Requirements:

- Self-motivated team player
- A keen eye for detail to ensure League1 Ontario standards are being met
- Strong communication (both written and oral) and inter-personal skills
- Effective time management and organizational skills with the ability to multi-task and manage competing priorities, while meeting various deadlines
- Event management experience is an asset
- Sport journalism experience is an asset
- Must be able to work on weekends, although some mid-week assignments may be required
- 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
- Consistent access to a car is a definite asset



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All MDOC's will receive the necessary training to successfully execute their role. ***Training will take place on April 7, 2019 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 will range between 4.5 to 5 hours per match).

A total of 16 to 20 MDOCs will be hired for the 2019 season. League1 Ontario requires 1-2 dedicated MDOCs in Ottawa, Windsor and London. There will be a pool of MDOCs hired to cover matches in the Greater Toronto area and every effort will be made to assign them to cover matches in relatively close proximity to their home address.

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

Melissa.Mckinnon@cansb.ca

Or

mail to League1 Ontario (c/o DG Sports), 7601 Martin Grove Road, Vaughan, Ontario L4L 9E4.

Submission Deadline: February 1st, 2019

All Resumes must be sent to the attention of Ms. Melissa McKinnon, League Administrator.

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.