



## **Gameday Convenor Vaughan Soccer Club Inc.**

PO Box 852, 11151 Keele St., Maple, ON, L6A 1S8  
T. 905.832.0911 F. 905.832.0624  
www.vaughansoccer.com

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Job Title: Gameday Convenor

Job Type: Part-time Seasonal

Salary: \$18.00-\$22/hour (based on experience)

Hours of work: Up to 20 hours per week

Schedule: Fridays 7pm-11pm and Sundays 2pm-11pm with occasional weeknight

### **Position Overview**

Under the guidance of the Recreational Department, the Convenor is responsible for overseeing the execution of game day operations and acting as a liaison between participants and the league.

### **Roles and Responsibilities**

#### Game day operations

- Complete match reporting (scores, cards, incidents)
- Verify team rosters and manage pre-game check-ins
- Ensure punctual kick-offs and smooth game flow
- Handle minor disputes and escalate when required
- Attend all scheduled league games and events
- Serve as the point of contact for teams, players, and officials during games
- Escalate unresolved issues to the league coordinator or appropriate authority as needed

#### Field & Facility Support

- Conduct routine field and equipment inspections
- Assist with field setup, tear-down, and end-of-night checks
- Assist with basic logistical tasks such as field setup, equipment distribution, and
- similar duties as assigned.

#### Administrative & Growth Support

- Update team lists, standings, and league data
- Communicate league policies, rules, and guidelines to participants as necessary
- Assist with disseminating information from the league coordinator to teams and
- players

### **Qualifications and Experience**

- Knowledge of soccer rules
- Good organizational and leadership skills
- Excellent interpersonal and communication skills
- Reliable and punctual attendance at scheduled games and events
- Standard First Aid/CPR with AED considered an asset

### **The Application Process**



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To apply, please complete the seasonal application form and send a resume, cover letter (optional) and any additional certificates/documents to Sarah Pellegrini, at [sarah.pellegrini@vaughansoccer.com](mailto:sarah.pellegrini@vaughansoccer.com)

Please note, that although we thank all applicants, only those considered for an interview will be contacted.

Vaughan Soccer Club values the diversity of people. We welcome and encourage applications from people with disabilities. Accommodation will be provided, on request, to support candidates taking part in all aspects of the selection process. All responses will be handled with strict confidence.