



North Durham United F.C.

Job Posting

Job Title: Venue Manager

Reports To: General Manager

Position Type: Part -time seasonal

Start- End Dates: May 4th- August 16th 2026

Application Deadline: until filled

Venue Manager

North Durham is seeking an organized, engaging and self confident individual to fill the role of Venue Manager (Port Perry) for the upcoming summer soccer season.

Hours of Work

This position is part-time (averaging 16-20 hours per week). The core schedule will be Monday- Thursday (430-830pm) with mandatory attendance at our recreational programming at Scugog Soccer Fields. Additional mandatory attendance is required at our Recreational Festivals (June 6th- Uxbridge/ Aug 15- Port Perry).

Roles & Responsibilities

Venue Manager

- Administrative tasks at field - may include uniform distribution, directing public to fields, parent questions, club representation, troubleshooting, first aid
- Referee management at the field
- Field maintenance, may include field preparation, garbage, signage
- Facility reports
- Event management (festival/tournament preparation and coordination)

Qualifications

- Candidate must be between the ages of 18- 30 (due to the parameters of the Canada Summer Jobs program).
- Prior experience of event supervision preferred
- Demonstrable interest in soccer is an advantage

- Positive, out-going personality with excellent communication skills
- Sports Management training is preferred
- Successful candidate will be required to be First Aid and CPR certified.
- Successful candidate will be required to provide a Vulnerable Sector Police Check, to possess a driving licence and have access to a vehicle.

To apply, send your resume complete with covering letter to generalmanager@northdurhamunited.com . Applications accepted until position filled.