



Position: Game Day Manager

Reports To: Ontario Premier League Program Manager

Employment Period: April – August

Hours:

- Approximately 10–20 hours per week.
- Evenings and weekends required (matchdays)

Position Summary: Cambridge United is seeking motivated, organized, and reliable Game Day Manager to support the delivery of home matches for our Ontario Premier League programs. This role is critical to ensuring a professional, well-run game day environment for players, coaches, officials, and spectators.

Game Day Manager will serve as the primary on-site operational contact on matchdays and will work closely with club staff, officials, medical personnel, and visiting teams.

Primary Duties & Responsibilities:

- Pre-Game & Venue Setup
- Set up fields for match play, including:
 - Goals, corner flags, field markings
 - Administrative tents/gazebos
 - League signage, banners, and flags
- Set up and test pitch-side PA system (if applicable)
- Post directional and event signage as required
- Support marketing and promotional initiatives on game days

Game Day Operations

- Act as the main point of contact for:
 - Match officials upon arrival, during and after the fixture
 - Visiting teams and staff
- Provide general customer service support to teams and spectators
- Ticketing
- Operate digital scoreboard (if applicable)
- Operate and manage VEO technology to record
- Review operational checklist with league MDOC.
- Support on-site medical staff as required
- Post-Game & Venue Close-Up



- Ensure fields and venue are returned to a clean and orderly state
- Store field equipment appropriately
- Submit all game footage to YouTube before deadlines.

Skills & Competencies

- Relationship builder
- Strong organizational and time-management skills
- Ability to work independently and follow established procedures
- Excellent communication and interpersonal skills
- Professional judgment when handling confidential information
- Comfortable working with volunteers and diverse stakeholders
- Detail-oriented with the ability to meet deadlines
- Proficient in Microsoft Word and Excel
- Punctual, dependable, and team-oriented

Preferred Qualifications

- Current or recent student/graduate in Sport Management, Recreation & Leisure Studies, or a related field
- Previous experience in event operations, sport administration, or non-profit organizations (an asset)
- Experience with game-day technology (e.g., VEO) considered an asset
- Positive, outgoing, and customer-focused attitude

Conditions of Employment

- Legally eligible to work in Canada
- Successful completion of a Police Record Check with Vulnerable Sector Screening
- Valid G-class driver's license considered an asset
- Availability for evenings and weekends for the full duration of events

Remuneration

- Stipend: \$600-\$1000 based on experience

Interested candidates please submit resume to OPL Program Manager at L1@cambridgesoccer.ca. Only selected candidates will be contacted for an interview. Applications will be taken until position is filled.