



Mount Hamilton United Soccer Club

Position Title: Program Supervisor – Sports and Leisure

Reports To: Business Manager and Game Day Co-ordinator

Position Summary: Canada Summer Jobs Program

Background.

Mount Hamilton United Soccer Club operates as a non-profit soccer club in the Hamilton Soccer district. MHUSC is committed to providing a holistic development program to all children and youth aged u3 – u23. MHUSC is committed to operating and delivering programs at the highest possible standards. We work to exceed the customer service expectations of all clients, including athletes, coaches, and parents.

Overview.

MHUSC runs a summer soccer program for 4000 children and youth. This position will involve administrative as well as operational on field tasks. Program Supervisors will manage game day operations at a specific venues that host MHUSC Games, This includes OPDL and League 1 Games. They will provide support for teams during their game day experience, Program Supervisors also manage the setup of venues for match play and the break down and close up in the evening.

Program Supervisors will also be involved with overseeing the on field set up and activities of our ArcelorMittal Dofasco Grassroots Soccer Program. The role is deadline-driven and time-intensive and requires energetic, highly motivated multi-taskers who are exceptional communicators, organizers and thrive on delivering high quality customer service.

Administrative duties would include ensuring schedules are kept up to date in Power Up, managing our coach certification database, communicating with coaches and parents and being available for any program questions. This position will report to the Clubs Business Manager.

This position is a part of the Canada Summer Jobs Program with funding provided by Service Canada. The successful candidate will be paid hourly following Ontario's minimum hourly rate (\$17.20)

Candidates must meet the following eligibility requirements to be considered:

- Be between 15 and 30 years of age at the start of employment.
- Be a Canadian citizen, permanent resident, or a person on whom refugee protections has been conferred under the Immigration and Refugee Protection Act
- Legally entitled to work according to relevant provincial legislation and regulations.
- (international students on a work/study permit are not eligible for the Canada Summer Jobs Program)



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Primary Duties and Responsibilities.

- Set up of the field(s) for game play, which may include:
 - Set up of goals, corner flags and field markings
 - Set up of administration tents
 - Set up and testing of pitch side PA system (if available)
 - Set up of OPDL banners and flags
 - Posting of OPDL directional signage (as needed)
- Liaising with OPDL teams on their arrival
- General customer service support to teams and their support groups during their OPDL game
- Point of contact for Match Officials on arrival and during their visit
- Assistance to onsite medical staff during their visit
- Game time administration, including checking of Player Registration books/cards, assistance with substitution forms, game sheets and other paperwork
- Close up of venue on completion of final game, including:
 - Storage of field equipment as needed
 - Ensuring fields and venue are returned to a general state of tidiness
 - Powering off floodlights and closure of fields in line with venue requirements
 - Completion of Venue Coordinator reports
 - Submission of all reports and paperwork to OPDL
- Problem solves issues affecting the accomplishment of objectives.
- Work cooperatively with others to draw on their skills and viewpoint.

Requirements.

- Excellent communication skills.
- Soccer knowledge is an advantage.
- Understanding of field set up.
- Highly organized and time efficient
- Ability to drive from location to location.
- Knowledge of Excel, PowerPoint, Word, and other industry tools
- Excellent work ethic

Additional.

- Adaptable, with the ability to work in a fast paced, dynamic environment.
- Ability to work non-traditional hours (evenings and weekends).
- Energetic and out-going personality.
- Background in youth soccer is an advantage.

This Position is 35 Hours per week and will be paid an hourly rate (\$17.20). The Position will start on Monday May 12, 2025, for 16 weeks (Finishing August 23, 2025)



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This position is a part of the Canada Summer Jobs Program with funding provided by Service Canada. To apply for this position please send a resume and cover letter to Carl Horton, Business Manager at chorton@mhysc.org. Within the title of the email please state your name and Program Supervisor – Sports and Leisure.

The closing date for all applications is May 8th at 5pm or until a suitable candidate is found.