



Mount Hamilton United Soccer Club

Position Title: Recreation Activities Program Co-ordinator (Coach)

Reports To: Business Manager

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, the position is designed to support the soccer clubs Business Manager, Age Group Head Coaches as well as Volunteer House League Coaches. It will involve all things leading up training sessions for our u3-u12 players, including preparing training sessions, organizing field equipment, delivering activities on the field during training sessions as well as game day management ensuring fields are ready and safe to play which includes lining fields and setting up nets as well as helping with camps and festivals.

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)

Primary Duties and Responsibilities.

- Creation of LTPD training sessions
- Organizing field equipment
- Delivering activities on the field during training sessions

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- Game day management ensuring fields are ready and safe to play which includes lining fields and setting up nets.
- Supporting with camps and festivals
- Ensuring schedules are updated as needed.
- Updating Coaching certification data base
- Write event reports and keep event checklists updated, prior to the event, post-event.
- Problem solves issues affecting the accomplishment of objectives.
- Work cooperatively with others to draw on their skills and viewpoint.

Requirements.

- Excellent communication skills
- Experience working with and coaching children.
- Soccer knowledge when coaching children.
- Understanding of field set up.
- Highly organized and time efficient
- Ability to drive from location to location (milage will be provided)
- 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). The typical work week is Monday to Thursday from 12:30pm – 8:30pm and Saturdays from 8:00am – 12:00pm
- Energetic and out-going personality
- Background in youth soccer 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)

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 Recreation Activities Program Co-ordinator (Coach).

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