



Ottawa Carleton Soccer League

2451 Riverside Drive, Ottawa, Ontario K1H 7X7 tel: 613 233-4451
web site: www.ocslonline.ca fax: 613 233-6051 e-mail: manager@ocslonline.ca

OCSL - League Operations Administrator

The Ottawa Carleton Soccer League (OCSL) is looking for a person to fill the full-time, short-term position of Administrator – League Operations. It is desired that this person be a post-secondary student that will be returning to school in September and is under the age of 30. This person should be someone who can handle high-stress situation as well as be very detail oriented. This person should be able to work well in a team environment as well as independently.

Responsibilities and Expected Tasks:

- Scheduling of games
- Booking and tracking of field usage
- Checking and tracking of game sheets
- Checking and tracking player registrations
- Generating various formal reports
- Other data entry and tracking as required
- Some office administrative tasks (answering phones, responding to emails etc.)
- Customer service
- Other tasks as assigned

Qualifications:

- Post-secondary student
- Sport experience
- High attention to detail
- Works well in a team
- Excellent customer service skills
- Excellent verbal and written skills
- Fluency in Microsoft Office Suite of programs is essential

Compensation and Working Conditions:

This is a full-time, short-term position. The successful candidate will be expected to work 37.5 hours a week, Monday through Friday from 9am–5pm. This position is predominantly remote, however the candidate will be expected to come into the office for the first two weeks of training, and at least once a week over the course of the summer. The wage is \$17.20 per hour. The Employer will pay 50% of the employee's phone bill for the duration of time employed if the employee's phone is used for work. The employer will pay the employee this amount monthly.



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The anticipated start date is Monday, May 12. The successful candidate will be expected to work until the end of August.

Application Process:

Applications are due by Thursday May 1st at 5pm.

To apply, please submit your resume to:

Ottawa Carleton Soccer League
manager@ocslonline.ca

Please put the job title in your subject line. No phone calls or drop ins.

We thank all applicants, but only selected for interviews will be contacted. Interviews will be held virtually via Zoom.