



Royal City Soccer Club

PROGRAM and OFFICE COORDINATORS

Since 1993, the Royal City Soccer Club has been hosting unique summer soccer day camps to over 300,000 boys and girls between the ages of 5 and 13 years. With locations in 6 provinces, we are host to over 100 locations across Canada. We are looking to hire **seasonal, contract, part time and full time** Program Coordinators & Office Coordinators to join our team starting as early as January.



Duties may include, but are not limited to:

- Summer camp staff hiring process (job postings, interviews, reference checks)
- Social Media Marketing
- Customer Service
- Office Administration
- Assist with marketing campaigns
- General day to day operation support

Qualifications and experience:

- University degree/College diploma (preferably in related field such as Recreation & Leisure, Business or Human Resources, or Sport Management)
- Great communication and organization skills
- Ability work independently efficiently
- Effective team player in a dynamic, fast-moving environment
- Leadership skills
- Previous experience in a camp setting is an asset

Location: 1251 Northside Rd, Burlington, Ontario, L7M 1H7

Hours: approx. 40 hours/week (Monday to Friday)

To Apply: Email cover letter and resume to jobs@royalsoccer.com



For information on subscribing or advertising in Job Mart, please contact:

PARKS AND RECREATION ONTARIO

Telephone: (416) 426-7142

E-mail: jobmart@prontario.org Web site: www.prontario.org