



DG Sports Inc.
7601 Martin Grove Road
Vaughan, ON, L4L 9E4

www.dgsports.ca
Phone: 905-264-9404

Position Title: League Coordinator
Position Term: Part Time—25 hours/week (Nights and weekends)
Reports To: Director of Operations
Start Date: October 3, 2023

BACKGROUND

DG Sports Inc. is a league management company based in the Ontario Soccer Centre in Vaughan, ON, specializing in operating and managing soccer leagues across the province of Ontario. The company was founded in September 1993 by David “Davy” Gee who is a native of Liverpool, England and grew up playing in Liverpool’s Academy before coming to Canada in April of 1982 to start his soccer journey here. Davy began his career at Soccerworld II in Mississauga, ON as the General Manager for 5 years before he opened his business, DG Sports. A multifaceted company, DG Sports is involved in the administrative management of League1 Ontario (L1O), the Ontario Soccer League (OSL), the Ontario Player Development League (OPDL), the Provincial Indoor Soccer League (PISL), the York Region Indoor Soccer League (YRISL) and various senior indoor leagues.

POSITION SUMMARY

As part of the DG Sports Operations team, the position is responsible for assisting in the league administration of the indoor leagues operated by DG Sports.

PRIMARY DUTIES AND RESPONSIBILITIES

- Assist the League Convenor of the various senior indoor leagues with player registration and check in procedures
- Assist the Director of Operations with various administrative tasks across each of the leagues that DG Sports manages
- These tasks may include assisting with scheduling, statistical entry, league discipline and policy compliance
- Must be able to work evenings and weekends.

EXPERIENCE AND SKILLS REQUIRED

- Effective communication skills—written and spoken in English
- Proficient computer skills including knowledge of Publisher, Word, Excel and Powerpoint
- Soccer experience/knowledge is an asset
- Highly energetic, personable, customer service oriented
- Ability to work under minimal supervision, but also adaptable in order to work in a team setting as required
- Attention to detail, strong organizational and time management skills



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Information provided by candidates for this position will be used only for candidate selection. We thank each candidate for taking the time and effort to apply; however only candidates selected to be interviewed will be contacted.

Candidates requiring accommodation to participate in the hiring process should contact Melissa McKinnon, Director of Operations, at melissa@dgsports.ca to communicate their accommodation needs.

Expressions of interest, accompanied by a cover letter and resume, will be accepted until the position is filled, and sent confidentially to:

Melissa McKinnon, Director of Operations

Email: melissa@dgsports.ca