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Position: Field Maintenance and Lining Position

Job Summary

The Northumberland Soccer Club (NSC) is a not-for-profit organization based in Northumberland County and is accepting applications to fill the role of Office Administration Assistant. With a predominately-volunteer based membership, we are home to over 1,500 youth and adult soccer players. NSC services a community of players ages U3 to U18 (as well as adults) in both a recreational house league and a competitive play capacity.

Reporting to the Director of Equipment as well as the club executive board, the successful candidate will be responsible for all aspects of field maintenance and safety on all soccer pitches throughout Port Hope and Cobourg.

Overview of the Position:

- Canada Summer Jobs position so applicants **MUST be 17 to 30 years of age** as the position does require you having your G Class License and access to a daily vehicle
- 30 hour work week primarily Monday to Friday but will also include work on some weekends based on weather and need for lining fields for weekend events
- Shifts will be set at 6 hours per day 9 am to 3:30 pm (30 minute break included)
- Weeks of May 19th to 21st and May 25th to 28th shifts will all be 1 pm to 7 pm except Friday will be 9 am to 3:30 pm
- Position begins May 4th and ends August 28th, 2020
- Pay range \$15 to \$18/hour based on experience

Job Functions/Areas of Responsibility

- Preparing fields for first lining of the season (measuring and staking all lines and circles on the field)
- Sanding, priming and painting goalposts
- Putting up all nets and staking down bottom portion of the net securely to the ground
- Using the club lining equipment and lawn tractor and trailer line all fields on a weekly or as needed basis
- Leveling fields where indentations or bumps occur with the help of town staff
- Completing safety checks of each field on a weekly basis and producing a report for the Director of Equipment
- Interior painting of the Club office and storage areas

- General maintenance and cleaning of equipment
- Other duties as arise and assigned.

Qualifications

- Preference given to applicants in or have completed a Golf Facilities Management or Landscaping program
- Ability to lift heavy objects (65 pounds per lift)
- Experience maintaining and using various lawn equipment
- Highly organized and flexible with the ability to multitask
- Must be self-directed and able to complete projects with limited supervision
- Availability to work non-standard office hours (evening/some weekends) as required with posted notice

Please submit cover letter and resume to: ryan@northumberlandsoccer.com