

Registrar & Office Administrator

Job Description

The Registrar and Office Administrator position will act as the lead for Woolwich Minor Hockey Association (WMHA) operations and work collaboratively with paid staff and WMHA Executive.

Responsibilities

The Registrar/Office Administrator's responsibilities are varied but primarily administrative in nature to ensure the smooth daily operations of WMHA. Specific duties consist of:

- Responding to communication from Members or the Public regarding WMHA
- Maintaining Hockey Canada Registration (HCR) records
- Working with committees to track WMHA/OMHA/OHF and Hockey Canada requirements
- Ensuring documentation requirements and qualifications are met to get rosters approved
- Processing travel permits for tournaments
- Keeping proper financial records to allow for reconciliation with the Treasurer
- Maintaining the Hockey Office located at the Woolwich Memorial Centre
- Collecting, processing and distributing any communication (Ex. mail, bulletins) directed to WMHA
- Processing game sheets (paper or electronic) in conjunction with the governing or member leagues
- Keeping accurate records related to the Membership, Players and Bench Staff
- Assisting the Scheduler and WMHA Executive as needed
- Attending meetings (WMHA Executive, WMHA Annual, OMHA, league)
- Documenting the standard operating procedures of WMHA operations

Reporting

This position reports directly to the WMHA President.

Skills and Experience

While not mandatory, the following points would be an asset:

- Be organized, multi-task and effectively communicate specifically through email
- Ability to coordinate and manage a large number of volunteers
- Effective problem solver
- Experience within a sports / not for profit organization
- Experience with the rules and regulations of hockey (Hockey Canada, OMHA, OHF)
- Experience with Hockey Canada Registration (HCR) and MBSportsWeb

Hours and Location

The hours are not formally set and are flexible in nature but typically would be 10 hours per week on average with some busier periods associated with the seasonal structure. Work can be done from home with occasional service hours in the Hockey Office.