
North Durham Minor Hockey Association

We are seeking a professional to fill our role of: **Office Administrator**

This position reports to the Executive Director and will be a part time permanent position with flexible hours based on in season demand.

Position Description

The Office Administrator shall serve as the primary point of contact for the Membership of North Durham Minor Hockey Association, accountable for the day-to-day administrative operations of the Association. The Office Administrator shall report to the Executive Director of North Durham Minor Hockey Association. The Office Administrator, in consultation with the Executive Director, shall have sufficient authority to conduct the assigned duties of North Durham Minor Hockey Association, according to its budgetary limitations and approved policies.

Role

- In collaboration with volunteer Directors, the Office Administrator is responsible for planning, in terms of policy directions, objectives and programs for the Association.
- Act as a liaison in the formation of organizational decisions at the Board and Committee levels
- Responsible to implement and carry out approved policies and programs.
- Ensure that the affairs of the Association are conducted professionally and that funds of the Association are properly collected and accounted for.
- To strictly follow the By-Laws and advise the membership of the same requirements.

Areas of Responsibility

- Administration of the day-to-day operations of the organization.
- Administer the financial records of the Association and in conjunction with the Executive Director and Treasurer report the financial status on a predetermined basis.
- Prepare Reports and respond to requests for information regarding the overall Budget of the Association in conjunction with the Executive Director.
- Maintain Registration of membership as defined by the OHF/OMHA/OWHA Guidelines.
- Maintain Ice Schedule as defined by North Durham Minor Hockey Association

Hockey Operations

- Follow OMHA/OWHA/OHF and Hockey Canada Rules and Regulations for Rostering of teams and leagues.
- Advise on player eligibility with regard to affiliation, age categories, etc. in accordance with Hockey Canada and OMHA/OWHA/OHF Regulations.
- Assist with all Hockey Canada, OHF/OMHA/OWHA and International Player Transfers.
- Initiate new program ideas and initiatives through collaborative input from staff, Board, Committees, and membership.

Administration

- Responsible for contact with Membership, assessing the requirement of the contact and distributing to appropriate volunteer Directors.
- Manage the Membership requirements in the appropriate registration system.

- Prepare Rosters per OMHA and OWHA Guidelines, submitted for approval in the appropriate manner.
- Maintain the Financial Records of the Association on a Daily basis
- Attend Board and Executive Committee Meetings as directed by the Executive Director or at the request of the Executive Committee members.
- Recommend, interpret, and enforce approved policies.
- Maintain communications with membership on pertinent Association matters.
- Maintain office computers and equipment.

By-Laws

- Assist, as Directed with all meeting notices of motion being distributed in accordance with the guidelines outlined in the By-Laws.
- Assist in the compilation of notices of motion and distribute to members.
- Assist in the update and printing of North Durham Minor Hockey By-Laws and Regulations.
- Assist in the preparation and distribution of all North Durham Minor Hockey AGM information to members within applicable time frames.

Other

- Attend required North Durham Minor Hockey meetings as directed by the Executive Director.
- Attend North Durham Minor Hockey Board of Director, Annual Meetings and other meetings as directed by the Executive Director.
- Assist in the promotion and encourage fundraising and corporate sponsorship opportunities for North Durham Minor Hockey programs.
- Assist in the Development, co-ordination, communication and presentation of marketing, sponsorship, and funding proposals.
- Other duties as assigned by the Executive Director of North Durham Minor Hockey
- Direct all complaints to the Executive Director.

Level of Authority

- Reports to the Executive Director of North Durham Minor Hockey and if required to its Executive Committee.
- Performance reviewed conducted by the Executive Director or their designate.
- Works with the Board of Directors, Committees and Association Members

Power of Decision

- The Office Administrator, in consultation with the Executive Director, has sufficient authority to take measures that are necessary in the daily administration of the organization in accordance with the budgetary limitations, orientation and policies and administration programs. Beyond these limits, the Office Administrator is required to have decisions approved by the President, Executive Committee, or applicable Committee.

Qualifications and Experience: Office Administrator shall possess the following:

- Successful completion of a post-secondary education or a minimum three years of professional work experience
- Strong knowledge of Hockey Canada/OHF/OMHA/OWHA, its development programs and delivery structure
- Possess strong computer skills including a working knowledge of MS Office and Advanced Knowledge of QuickBooks
- Strong knowledge of accounting procedures, as well as computer and database applications.
- The successful candidate shall demonstrate exemplary interpersonal, organizational, analytical and communication (oral and written) skills.

- Ability to monitor and follow-up on correspondence as well as time sensitive projects requiring response or future actions.
- Strong project coordination and excellent organizational skills.
- Ability to work in a team environment with volunteers.
- The successful candidate must be able to interpret and apply rules and regulations.
- Demonstrated skills in conflict resolution.
- Available to travel and work flexible hours, including weekends, if required.

Part-time hours: 24 - 35 per week – Varied through the season/year

Application deadline: 2021-07-05

Expected start date: 2021-07-26

Job Types: Part-time, Permanent

COVID-19 considerations:

Position is currently remote. COVID-19 Precautions are in place at our facilities.

Please submit a covering letter and Resume to: admin@northdurhamhockey.ca and cc treasurer@northdurhamhockey.ca

Please indicate **Office Administrator** in the title line