Team Administration Coordinator

**Job Scope/Primary Responsibilities:**

* Works closely with the Director of Operations and will play key role in the administrative operations of the WMHA
* Acts as main point of contact between teams and Administrative Team
* Prepares Team Rosters in the Hockey Canada Registry system and submits them for approval to the ALLIANCE Head Office – AAA, AA, BB and

House League teams

* Confirms minimum Coaching and Bench Staff qualifications are met for each team, working with Membership Coordinator to assist new volunteers
* Processes Transfers – incoming and outgoing transfers (Local, OHF and IIHF Transfers), with the assistance of the Membership Coordinator
* Provides tryout lists prior to each tryout season to Coaches and applicable Directors
* Attends initial tryouts for teams, to assist Coaches with “check in” and any questions Members may have
* Provides website access to teams
* Acts as liaison between internal and external partners for team related issues – ie, team photos, trophies/medals, equipment

**Ideal Candidate:**

* Experience in minor hockey administration – as a Manager, Volunteer or Office Administrator
* Knowledge of the Hockey Canada Registry system (HCR) is a bonus but willing to train
* Basic hockey knowledge is considered a strong asset
* Working knowledge of website management and social media platforms or a desire to learn
* Must have flexibility to work some evenings, to attend Board Meeting and meeting with Coaches/Volunteers
* Must be willing to occasionally attend to critical issues that may arise on a weekend (very rarely but sometimes issues are unpredictable and may need attention outside of regular office hours)
* Strong communication skills both verbal and written are a must
* Must be highly organized with attention to detail

**Hours**:

* Permanent part-time position – 25-30 hours per week, may become full-time in early 2023
* Hybrid of remote and in office hours
* Overtime may be required, during peak times (May, September, October)

**Extras**:

* Shut down period for 2 weeks in July (paid)
* Association laptop provided
* Reimbursement of Association related expenses

**Salary**:

* To commensurate with experience, to be reviewed annually

Please email resume with general salary expectations to: office@waterloominorhockey.com