



## EMPLOYMENT POSTING – ADMINISTRATIVE COORDINATOR – REGISTRATION

**ALLIANCE Hockey is inviting applications for Administrative Coordinator – Registration. This position will involve work with other staff, volunteers, Hockey Canada, OHF and Member Associations. The position will be located at the ALLIANCE Hockey Office in Stratford, Ontario and includes benefits.**

### GENERAL

Reporting directly to the Executive Director, the **Administrative Coordinator – Registration** effectively administers all areas of responsibility within the Registration Department in conjunction with other Staff. The role requires occasional evening and weekend hours and occasional travel.

### ADMINISTRATIVE COORDINATOR - REGISTRATION

- Shall be responsible for the day-to-day administration of all registration matters, under the direction of the Executive Director and Manager, Development and Membership Services, to include some or all of the following:
- Develop expertise in all areas pertaining to Registration;
  - Team registration/rostering,
  - Process all incoming/outgoing player transfers and Hockey Canada Registration appeals,
  - Boundary mapping,
  - Establishing players Right of Choice eligibility.
- Take a leadership role with the HC Registration database; assist Member Associations with functions & fixes.
- Educate members on regulations, policies and procedures and processes of ALLIANCE Hockey.
- Liaise and consult with Hockey Canada (HC), Ontario Hockey Federation (OHF), ALLIANCE Hockey Member Associations as required.
- Develop efficiencies in processes.
- Assist with preparation and research for ALLIANCE Hockey appeals/protests.
- Attend ALLIANCE Hockey Committee meetings, calls and/or appeal hearings when appropriate.
- Assist with Member Development Fee distribution.
- Be responsible for administrative duties & reception.
- Be responsible for management of all HC Injury Reports.

### EDUCATION

Recommended experience within a volunteer-based sport organization and postgraduate education in Administration of Business or Sport, Sport Management or related discipline.

### ESSENTIAL SKILLS

The successful candidate for the position of **Administrative Coordinator – Registration** shall possess the following:

- Strong interpersonal and communication skills (written and verbal);
- Ability to work both independently and in a team environment;
- An understanding of minor hockey programs within Ontario, specifically the structure of ALLIANCE Hockey, its programs, events, and services;
- Hands-on, self-directed and energetic individual with excellent time management skills, with the ability to multi-task and set priorities;
- Proficiency in MS Office Suite.
- Adept at managing dispute resolution.
- Some familiarity with the Hockey Canada Registry (HCR) and general knowledge/understanding of information management systems.

*Qualified applicants are invited to submit their resume and other information by 4:00pm on Friday, December 9, 2022 to: [Minor Hockey Alliance of Ontario](http://Minor Hockey Alliance of Ontario) via electronic submission.*

**We thank everyone for their interest but only those selected for an interview will be contacted.**

