

## Office Administrator

West Kelowna Minor Hockey is a registered non-profit society providing hockey to its membership in a fun, safe and positive environment. We are looking for a part-time, contract office administrator, responsible for office management and administrative support to our membership and reporting to the Executive Board.

We are looking for a person who is highly organized, with the proven ability to multi-task the many demands of this role. See our website for a full job description.

Qualifications:

- Proficient in Word, Excel, Google Docs.
- Excellent organizational skills with a keen eye to detail.
- Creative and innovative; you will take the initiative to solve problems and recommend improvements.
- Friendly and professional, promote positive relationships with members, board, other staff and public.
- Demonstrated skill in working effectively independently, and with people as a team member.
- Preference may be given to those with previous administrative experience and knowledge in amateur sport.

Salary is \$25 per hour for up to 20 hours per week, and hours will vary throughout the hockey season. Due to current COVID-19 restrictions, the position is expected to work remotely. If you think this role sounds like a fit, please email your cover letter and resume to [WKMHApresident@shaw.ca](mailto:WKMHApresident@shaw.ca) by February 10, 2020.

## Office Administrator

Oversees administration and operation of the West Kelowna Minor Hockey Association office.

Responsibilities but not limited to:

- Monitor and respond to incoming email, then correspond or direct to appropriate Executive
- Schedule, organize and attend all WKMHA Executive meetings. Record and prepare written minutes of each meeting to be reviewed and accepted at the subsequent meeting, and then post on the associations' website. Remind all expected attendees of upcoming WKMHA Executive meetings.
- Work with WKMHA Board and Head Coach to organize and carry-out evaluations in accordance with the evaluation policy
- Schedule and organize coach and manager meetings, in coordination with Director of Divisions
- Schedule and organize coach and ref clinics, in coordination with Head Coach and Referee in Chief
- Schedule, organize and attend WKMHA Annual General Meeting.
  - Record and submit minutes, financial statements, constitution, and list of newly

- appointed Executive for notarization.
  - Following notarization, all documents must be forwarded to the Societies Act in Victoria, B. C. within two weeks of the AGM.
  - Ensure the AGM is publicized in the newspapers at least three weeks prior to the AGM.
  - Retain copies of all minutes, correspondence, and mail.
  - Forward Executive lists to OMAHA and BC Hockey each year prior to BC Hockey AGM.
- Coordinate Board's representation at annual BC Hockey AGM
- Schedule, organize and attend annual WKMHA awards ceremony
- Schedule, organize and attend annual team pictures, in coordination with Director of Divisions
- Act as a Liaison with BC Hockey, OMAHA, other minor hockey associations and the members of WKMHA
  - Point of contact for issues/concerns arising from facilities (as reported by membership/CWK/UHC)
- Oversee tournaments (website, payments, scheduling, referees, awards)
- Oversee equipment (ordering and payment of jerseys, pucks, safety, manage inventory), in coordination with the Treasurer and 2<sup>nd</sup> Vice President
- Oversee annual gaming application and reporting, in coordination with the Treasurer
  - Provide guidance if teams require assistance when applying for various lotteries licenses online. (includes such things as 50/50 draws, raffles, raffle tables, etc.).
- Pick up mail and distribute accordingly
- Work with 2<sup>nd</sup> Vice President to oversee Website
  - Complete all updates to the Website by the request of the Executive.
- Complete and submit all injury reports to the BC Hockey within 90 days from the time of injury.
- Maintain liaison relationship with West Kelowna Warriors and forward any requests/correspondence to Executive