

## **WEST KELOWNA MINOR HOCKEY ADMINISTRATOR JOB POSTING**



West Kelowna Minor Hockey is hiring an Administrator who will be primarily focused on registration and administrative duties but may assume other duties when necessary. The Administrator will report directly to the Executive Board Members and President. While the position will require an average of 40 hours per week, this requirement may fluctuate due to the peaks and valleys of the seasonal workflow throughout the year and/or any changes in scope of the position as determined by the Executive Board Members. Hours can be flexible and there is an opportunity to execute a portion of the duties required remotely. Salary is \$20-30 per hour depending on experience.

### **Position Responsibilities:**

- Accurate and timely responding to and processing of emails and telephone calls
- Registration of players, team officials and teams within the Association, including ensuring that registration functions are conducted in accordance with the rules of the governing hockey bodies, as well as the regulations and policies of the Association itself.
- Responding to registration inquiries and supporting families in the registration process
- Generating registration reports and team rosters
- Reconciling registration payments, refunds and adjustments in conjunction with Treasurer
- Banking and account reconciliation
- Working within the Hockey Canada Registry to ensure player transfers, player and team registrations and other functions are executed in a timely manner
- Other administrative duties as required and determined

### **Require Qualifications:**

- Excellent organizational, priority management and administrative skills within a rapidly changing environment
- Excellent working knowledge of MS Word, Excel, Google Docs
- Ability to work quickly and accurately with minimal supervision
- Excellent written and verbal communication skills
- Proven ability to work with confidential information and maintain absolute discretion
- Proven ability to take initiative, solve problems creatively, exercise sound judgment and anticipate the needs and requirements of the association
- Ability to multitask
- Enjoy a high volume, fast paced work environment
- Highly developed interpersonal skills
- Possess a valid driver's license

Interested applicants should submit a resume and cover letter to [info@westkelownaminorhockey.com](mailto:info@westkelownaminorhockey.com) before February 28, 2022. Those applicants deemed most qualified by the hiring committee will be contacted for an interview.