

Orangeville Minor Hockey Association (OMH) Office Administrator Position

Our Mission

To foster, promote and teach amateur hockey within the Town of Orangeville and surrounding district and to provide maximum opportunities for all eligible individuals to participate regardless of ability.

Our vision

To bring to the community of Orangeville a quality hockey experience that positively impacts the lives of the participants and especially serves to deliver outstanding value to the children, parents / guardians, families, and the community. Developing our players at both the House League and Representative levels, through providing value and quality engagements that really make a difference in the participants and families lives and encourage and promote participation through fair play.

DESCRIPTION: This part-time independent contractor position could work 22.5 to 37.5 hours a week and reports directly to the OMH Executive board. The main purpose of the role of OMH Office Administrator is to provide support and to act as a point of contact for the OMH members. The applicant should have experience in an administrative capacity working both independently and in a team environment and must be able to work in a fast-paced environment while maintaining accuracy and reliability of work performed. Compensation for this position pays \$ 22.00 per hour.

ACCOUNTABILITIES:

- Answer inquiries in a timely, professional, and accurate manner
- Perform administrative duties
- Specific Accountabilities as follows:
 - Season Preparation
 - Determine Season requirements in conjunction with Program Directors
 - Provide support under direction of the President, VP House league and VP Representative
 - Registration Set-up
 - Coordinate/facilitate registration
 - Ensure accurate registration records
 - Process player transfers
 - Process payments
 - Rostering players and teams through the HCR
- Miscellaneous support for the following:
 - Tryouts
 - Permission to Skate forms
 - Password resets
 - OMH website
 - Travels Permits
 - Tournament support
 - Misc. document requirements
 - Bank deposits
 - Assisting Team managers with bank accounts set up

- Provide quality customer service to OMH members and Board members
 - Including to adherence to Service Level Agreements for email/phone response times
 - Act as first point of contact for OMH
- Other duties as required
- Availability to adjust work hours as required to support the association throughout peak season
- Attending board meetings as required

QUALIFICATIONS:

Required:

- Excellent organizational, priority management and administrative skills within a rapidly changing environment
- Excellent working knowledge of MS Word, Excel, PowerPoint and MS Outlook
- 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 and transparency
- Proven ability to take initiative, solve problems creatively, exercise sound judgment and anticipate the needs and requirements of the department
- Ability to multitask
- Enjoy a high volume, fast paced work environment
- Highly developed interpersonal skills

Assets/Preferred:

- Post secondary education in Secretarial or Administrative Studies
- Experience with GoLine and MBSportsWeb software or similar
- Experience using the Hockey Canada Registry (HCR)

This is an immediate job opportunity. The OMH hopes to complete the selection process with a tentative start date of August 16, 2021. We will accept electronic resumes/applications from individuals interested in this position until July 29, 2021. While all applications received will be considered, we will only contact those applicants we wish to interview. We appreciate your understanding in this regard. Additional information re: the job duties, hours and scheduling, etc. will be made available as part of the interview process. Applications can be submitted by email to info@orangevillemenorhockey.com