



**JOB DESCRIPTION**

**YUKON AMATEUR HOCKEY ASSOCIATION**

**ASSOCIATION ADMINISTRATOR POSITION DESCRIPTION**

<b>TITLE OF POSITION</b>	Association Administrator
<b>ASSOCIATION</b>	Hockey Yukon (Yukon Amateur Hockey Association)
<b>REPORTS TO</b>	President, Hockey Yukon Works in conjunction Executive Committee of Hockey Yukon
<b>PURPOSE OF THE ROLE</b>	
<p>The Association Administrator is responsible for carrying out the day to day administrative tasks of the Association to ensure HY programs are well supported.</p> <p>The HY Association Administrator is responsible for the administrative deliverables of the Association to enable the setup, support, and operations of competitive hockey teams including the male and female Canada Winter Games and Arctic Winter Games.</p>	
<b>KEY RESPONSIBILITIES</b>	
<p>Administration and Office Management on behalf of HY, which includes, but is not limited to:</p> <ol style="list-style-type: none"> <li>1. Administration support for HY tournaments and competitions.</li> <li>2. Administration support for HY Canada Winter Games and Arctic Winter Games programs.</li> <li>3. Administration support for HY Youth Female program.</li> <li>4. Assist with preparing and sending invoices as required.</li> <li>5. Collection of correspondence and incoming payments as required.</li> <li>6. Responsibility for administrative banking tasks and Association deposits, as may be required by the Treasurer from time to time.</li> <li>7. Up-keep of HY membership database, as required.</li> <li>8. Regular updating of information and content for media channels – website, social media, newsletters (work with webmaster to update website).</li> <li>9. Developing and maintaining relationships with contractors, service providers, sponsors, and the wider community.</li> <li>10. Keeping abreast of and updating the Board of Directors on relevant information/requirements from Hockey Canada and BC Hockey.</li> <li>11. Support of promotional and coordinating activities of Spring Hockey Skills Development Program.</li> <li>12. Attendance at various meetings, including board meetings, as may be requested.</li> <li>13. Assist the HY Treasurer when required on Financial Status of HY in alignment with budgetary projections.</li> <li>14. Support team evaluation/tryout process as necessary.</li> <li>15. Schedule and coordinate the Coaches and Managers Kick off Meetings with the HY President and/or Executive, which is focused on the policies and procedures of coaching and managing each program team.</li> <li>16. Provide each team with relevant and updated documents, forms and policies, as necessary.</li> </ol>	

17. Collect and coordinate each team's player and bench staff roster information.
18. As applicable, ensure all team players and team bench staff are set up properly with the WMHA and BC Hockey – this requires close coordination with the WMHA and/or BC Hockey Registrar.
19. Ensure all program player and staff certificates are accurate and up to date with BC Hockey.
20. Manage the player transfer and release process, as appropriate.
21. As applicable, collect and submit all team, player and staff registration documents to BC Hockey on time ensuring they are complete and accurate.
22. As applicable, coordinate and make payment of BC Hockey registration fees and ensure this meets all BC Hockey timelines.
23. Coordinate the Vulnerable Sector Screen (Criminal Record Check) process for HY, Ensure all team staff and HY executive are in compliance with BC Hockey and HY policies with respect to the VSS process.
24. Provide advisory and limited coordinating support for other Yukon Community (rural) Minor Hockey Associations.
25. Coordinate Hockey Yukon clinics in Whitehorse and other Yukon Communities.
26. Coordinate the scheduling and support of the annual Hockey Yukon Divisional Cup Tournaments in Whitehorse and other Yukon Communities.
27. Any other duties, as agreed to and required by the President.

#### **CAPABILITIES – PROFESSIONAL & PERSONAL**

- Strong client service orientation and good interpersonal skills, including tact and diplomacy.
- Good organizational skills.
- Good oral and written communication skills.
- High school diploma (at minimum) and broad range of office support skills.
- Previous related office management and/or administrative experience is desirable.
- Knowledge of Windows based computer software applications.
- Knowledge of basic records management.
- Ability to work and maintain accuracy under pressure and to meet critical deadlines.
- Ability to work with considerable independence with minimal supervision.
- Ability to work in a team and cross-cultural environment.
- Experience in social media, website and database management, or willingness to learn such skills.
- Ability/availability to respond/acknowledge enquiries within 24 hours.

#### **HOURS OF EMPLOYMENT**

Part-time permanent role of approximately 15 hours/week for approximately 44 weeks per year (August to end of May). Given the seasonal nature of hockey, hours may vary depending on the time of year. Some evening and weekend work will be required where necessary to perform expected elements of the role.

#### **EMPLOYEE COMPENSATION**

The 2019 hourly wage for this position is \$22.50 per hour.

#### **OTHER EMPLOYMENT CONSIDERATIONS**

Mandate (and staffing) of this position will be reviewed annually at least 60 days prior to the HY annual general meeting. A decision to renew the position term for the next season will be taken at the HY annual general meeting.

