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## Position: Coordinator, Registration and Support Services

**REPORTS TO:** Executive Director & Director, Operations  
**LOCATION:** Hockey Manitoba, 145 Pacific Ave.  
**STATUS:** Permanent Full Time  
**Application Deadline:** May 24, 2018

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### JOB SUMMARY

The **Coordinator, Registration and Support Services** is responsible for working with the Executive Director, and Director, Operations to effectively deliver and advance all aspects of membership registration involving 8 of the 10 Hockey Manitoba regions which include Central Plains, Eastman, Interlake, Pembina Valley, Westman South, Yellowhead, Parkland and Norman.

### CORE RESPONSIBILITIES

- Responsible for the support, delivery and maintenance of all membership data records in the Hockey Canada Registry (HCR)
- Regularly communicate with Category Chairs, Minor Hockey Association (MHA) Registrars, Brandon and Winnipeg Registrars specific to registration issues, concerns and membership information
- Work closely with Coordinators of Membership Services and Coach Development on the monitoring of HCR database certification and deficiencies for Coach, Respect in Sport and Safety certification
- Manage, assist and educate MHA registrars in regards to proper rules, regulations and procedures specific to HCR registration
- Monitor and process online applications through Hockey Manitoba Online Forms Program. These would consist of Travel Permits, Overage, Player Transfers and Over 19/Under 10 roster registration applications.
- Provide data entry assistance to identified MHAs not presently using the HCR system
- Issue Branch tournament sanctions for the assigned regions in accordance with Hockey Manitoba Rules and Regulations
- Assist the Administrative Coordinator, Business Operations in the planning and preparation of membership reconciliation
- Serve as the office receptionist directing phone calls on occasion, welcoming visitors to Hockey Manitoba and sorting/distributing mail received within the office
- Communicate with both the Executive Director and Director, Operations on a regular basis and bring forward pertinent issues as they arise
- Assist and support in the administration and delivery of additional branch programming and events, particularly during the spring

## QUALIFICATIONS

- Experience in working with a database system
- An understanding of Hockey Manitoba operations and knowledge of the game
- Exceptional organization and time management skills, ability to balance conflicting priorities in order to manage workflow and meet deadlines
- Experience with the Hockey Canada Registry (HCR) and branch registration is a strong asset
- Post secondary education in Sports Management or Administration or related field is an asset
- Strong interpersonal skills; promotes cooperation and commitment within a team to achieve goals and objectives
- Demonstrated communication skills; ability to use a broad range of communication techniques to effectively communicate to varying audiences in a variety of situations
- High level of integrity; earns others' trust and respect through consistent honesty and professionalism in all interactions
- Demonstrated high level of proficiency in Microsoft Programs, including Outlook, Word, Excel and ability to quickly adapt to new technology and easily acquire new technical skills

Qualified candidates are invited to submit their resume and cover letter including salary expectation to Peter Woods, Executive Director at [peter@hockeymanitoba.ca](mailto:peter@hockeymanitoba.ca) by the deadline of **May 24, 2018**.

Only candidates being considered for the position will be contacted.

Thank you.

