



Position: Coordinator, Registration and Support Services

REPORTS TO: Executive Director
LOCATION: Hockey Manitoba, 145 Pacific Ave.
STATUS: Permanent Full Time

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 regard to proper rules, regulations and procedures specific to HCR registration
- Monitor and administer 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 with the assigned regions in accordance with Hockey Manitoba Rules and Regulations
- Assist the 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
- Other duties as assigned

Qualifications

- 1 – 3 years of experience and planning in the execution of a program
- Post-secondary education in Sports Management or Administration or related field is an asset
- An understanding of Hockey Manitoba operations and program development
- Exceptional organization and time management skills, ability to balance conflicting priorities to manage workflow, ensure the completion of essential projects and meet deadlines
- Strong leadership skills as well as the ability to work as a team player
- Advanced 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 and Excel as well as the 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 pwoods@hockeymanitoba.ca by the deadline of **Monday January 17, 2022**.

Only candidates being considered for the position will be contacted.

Thank you.

