



SAANICH MINOR HOCKEY ASSOCIATION

Job Title:	REGISTRAR Admin Support	Job Category:	SMHA Registrar Admin Support Job #100001
Location:	Saanich BC Pearkes Recreation	Travel Required:	n/a
Level/Salary Range:	For Discussion	Position Type:	Part-Time
HR Contact:	Ian Jones	Date posted:	May 21, 2018
Will Train Applicant(s):	Yes	Posting Expires:	May 27, 2018
Applications Accepted By:			
E-mail or Mail: vpadmin@saanichminorhockey.com Subject Line: SMHA Administration Assistant Job #100001 Attention : Ian Jones		Mail: Saanich Minor Hockey Association 3100 Tillicum Rd. Victoria, BC V9A 6T2	
Job Description			
<p>Role and Responsibilities</p> <p>This is a contracted, fee-for-service position that has variable seasonal demands roughly equating to 15-20 hours/week. We are a dynamic, volunteer driven organization dedicated to providing a great experience to families who are enrolling their young person in our hockey programs. We are looking for an organized person to support this experience with efficient and timely information support for both the executive and the membership principally with regard to registrations but also as an administrative assistant to divisional directors on the executive. You are someone who enjoys people and working on a team. You represent a critical first impression for our association in receiving new families into our association. This position reports to the Vice President of Governance and Operations for the Saanich Minor Hockey Association. This position is available immediately.</p> <p>Duties:</p> <ul style="list-style-type: none"> ● Receive new applications/registrations and queries from families; ● Coordinate the flow of information and requests for information coming into the association. Distribute to the appropriate members; ● Organize waitlist and ensure that paperwork and spreadsheet is kept up to date; ● Assist in ensuring that all team officials know what is outstanding and directing them to the appropriate websites; ● Organize/add emails to epac (safety registration system) and add safety people so then have access; ● Organize team pages - make sure all teams are entered with parent email address; ● Help roster Recreational teams and officials; ● Run reports at the end of the season and notify people on expiry of Criminal Record Checks/Respect in Sport; ● Ensure new players have Respect in Sports parent and direct them to the website; ● Prepare a total number count on birth year/team/division/association; ● Assist in transfers from other associations; <ul style="list-style-type: none"> ○ Assist in coop transfers in and out while maintaining organization of fees; ● Print rosters when teams need them; ● Ensure team officials are all approved and communication with registrar; ● Provide administrative support to Referee in Chief (RIC) to include such things as record keeping, credentials, minor book-keeping of fees/expenses, inventory of referee equipment etc. <p>Preferred Skills:</p> <ul style="list-style-type: none"> ● Good Communication ● Flexible ● Strong Excel skills ● Strong organizational, time management and client service skills; ● Strong written and oral English communication skills. <p>Preference will be given to those with post secondary completion of a degree or diploma in a related field such as office management, administrative support</p>			
Reviewed By:	Ian Jones	Date:	May 21, 2018
Approved By:	Dave Horricks	Date:	May 21, 2018
Last Updated By:	Sandra Reid	Date/Time:	May 21, 2018