



SYDNEY MINOR HOCKEY ASSOCIATION

Provides, promotes, encourages recreational hockey for all age groups from the Initiation Program to Minor Junior.

SMHA assists in the development of good citizenship among children by showing them the results of teamwork, sportsmanship and fair play through hockey. We grant equal opportunity of participation to all boys and girls while assisting players to impose self-discipline and emphasis on the desire to win rather than the need to win at all costs.

The Office Administrator plays a vital role in ensuring the smooth function of the association by providing administrative and clerical support to the board members, coaches, players, and parents. This position requires excellent communication skills, attention to detail, and the ability to manage multiple tasks efficiently.

Office Administrator Job Responsibilities

- Support the organization by maintaining efficient and organized office systems
- Execute day to day administrative requirements, responding to public, member and executive requests
- Manage incoming phone calls, emails, and correspondence and direct them to the appropriate individuals.
- Maintain an organized filing system for documents, reports, and other records.
- Assist with scheduling meetings, coordinating calendars, and preparing meeting agendas and minutes.
- Help with the preparation and distribution of association communications, newsletters, and announcements

- Point of contact for registration of the organization across all programming options
- Assist with the registration process for players, coaches, and volunteers.
- Ensuring prompt communication to coaches and volunteers on Hockey Canada and Hockey Nova Scotia requirements for certification
- Ensuring Gray Jay is always up to date for all members of the organization to use a resource
- Ensuring all information for members, coaches, volunteers and executive is up to date
- Sending out reminders of important deadlines for executive, coaches and members
- Attending meetings of to take minutes, followed by preparing and dispersing minutes within one week of each meeting.
- Liaise with external organizations, including other hockey associations and governing bodies.

- Maintaining financial records including invoices, receipts, payments, etc. using computerized bookkeeping system
- Post journal entries, reconcile accounts, prepare trial balance, prepare monthly financial statements
- Support the Treasurer in managing bank activities and financial reconciliation
- Calculate and prepare cheques for payroll and accounts payable items
- Complete and submit tax and payroll remittance forms to CRA
- All other tasks assigned by the executive



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Qualifications

- Strong time management, written and verbal communication skills
- Comfortable in a digital environment; being proficient in Microsoft Office Suite and Sage Accounting or other Accounting Software
- Ability to work independently, take initiative, and problem-solve.
- A self starter with a positive attitude, capable of working independently or as part of a team
- Desire and willingness to learn and grow as not only an individual, but as a cohesive and supportive member of the team with a love of sport
- Proven experience and understanding of basic day to day office operation, preferably in a not for profit
- Post Secondary certification in Business Administration with 1 to 2 years office and bookkeeping experience
- Knowledge of minor hockey rules, regulations, and processes is desirable but not mandatory.

Schedule & Compensation

Days – Tuesday to Saturday

Hours – 35 per Week During Season; Summer Hours 8 per Week

Compensation – \$18.50 per hour

Term Position

August 14th 2023 to April 13th 2023

Applications Forwarded To

smha@eastlink.ca