

1. Contracted position for two year term (year runs from June 1 - May 31).
2. Directly responsible for supplying reports to the President.
3. Office management and day-to-day coordination, including mail pick-up at Post Office
4. Office supervision and maintenance.
5. Produce relevant data for executive committee & board of directors uses.
6. Attends all board, executive and adhoc meetings and is a non-voting member.
7. Works with the President in regards to board meeting agendas.
8. In conjunction with the VP Admin, maintains an up-to-date Calendar of Events
9. Literature distribution.
10. Responsible for coordinating the registration of all players wishing to play under the jurisdiction of the TMHA, includes collection of monies and issuance of receipts.
11. Ensure that players are properly released from other associations prior to registering them.
12. Ensure that registrations required by Manitoba Hockey are completed for all team/player and in time for the NRMHA and Hockey Manitoba deadlines.
13. In conjunction with the Tournament Director applies for all tournament sanctions required by Hockey Manitoba.
14. Maintain accurate records of registration by age category and division, and provide a detailed list of registered players by division and updated changes to the appropriate Program Directors and the President.
15. Work with all competitive coaches and managers to help with their rosters, keeping them up to date with additions and deletions and getting them a copy of all rosters and changes.
16. In conjunction with the VP Administration ensures the Yearly Registration packages are up-to-date.
17. In conjunction with the Treasurer, communicate the registration fee to be charged for the various divisions/programs, and bring forward a proposed fee schedule for approval by the Board.
18. Game sheets collection and tabulation.
19. Arrange for advertising to the general public of registration dates, scores/standings, media announcements, etc.
20. Verify referee payroll.
21. Responsible for the general upkeep of the TMHA Website (known as the Website Administrator).
22. Assists with the organizing of all home tournaments and is expected to be available during the weekend.
23. Attend NRMHA's Registrar meetings as required.
24. Other duties as assigned by the President or delegate.

Rate of Pay:

\$16 - \$18 per hour (18 hours per week)

*Rate dependant on experience

Paid Time:

9:00-4:00 (1 hour lunch unpaid)

Monday - Wednesday - Friday

Includes 2 Weeks Vacation

Overtime: Paid in time, in lieu of at the reg. rate

Unpaid Time:

2 weeks off at Christmas

1 week off at Spring Break

6 weeks off - Mid June to Beg. of August