



Nepean Minor Hockey Association Part Time Office Assistant Responsibilities

Areas of Strength

- Organized
- Self-starter and able to work with limited supervision
- Outgoing
- Professional
- Deal with conflict/complaints/etc.
- Willingness to learn

Required Skills: Excel, Outlook, OneDrive, Google Drive (including sheets)

Asset: worked in a volunteer-led organization; strong hockey knowledge; working with youth

Reports to: Current President of the NMHA

Availability: Must be able to work evenings and weekends

Hours: Starting at 10 hours / week with the potential of up to 20 hours a week.

Responsibilities

1. Maintain NMHA office hours and be the first point of contact for our members.

- Customer Service:
 - Answering general questions
 - Liaising b/w members and Board/responsible area
 - Responding to generic email box and voicemail and/or forwarding to appropriate person
- Coordination and Liaison: Be the main point of contact for the city of Ottawa for:
 - Room bookings (Boardroom, AGM, Manager Liaison Meeting, Hockey Office)
 - Point of contact for building (Walter Baker) on issues related to teams using the facility (i.e. removing dividers after ice times, changeroom issues, etc.)
- Receive and coordinate distribution of various team items such as photos, plaques, sponsor tags, game sheets, etc. Responsibilities include:
 - coordination with NMHA Board or responsible person to communicate with the teams.
 - record who/what/when regarding information sent out and items picked up.
- Support board initiatives with organization and planning of special events such as Volunteer Appreciation Night, Food and Toy Drive, tournaments, other charitable events, etc. Duties include:
 - coordinating volunteer schedules
 - planning
 - logistic support
 - record-keeping

- other

2. Financial Support: Working with the Treasurer to support teams in their financial needs

- Accepting payments
 - General merchandise
 - Team payments
 - Jersey deposits
- Deposit funds
 - Record funds received
 - Deposited date
- Team Reconciliation
 - Jersey deposits
 - Other team expenses (IOUs)

3. Registration Support: Supports the Registrar in the registration process including:

- Being the back up to the Registrar
- Process Camp Registration
 - HL camps
 - Conditioning camps
 - Coordinate comp camps with competitive program
- Regular Season
- Competitive Tryouts

4. Office Maintenance:

- Maintaining office space:
 - Organize and maintain files and supplies
 - Basic cleaning
 - Mop floors, wipe surfaces, etc.