



Administrative Manager – Job Description

The Administrative Manager oversees and manages all administrative operations for all THA programs. This is a compensated position.

Primary Responsibilities

- Assists the Executive Director in oversight and management of all administrative coordinator positions and performance by acting as an intermediate between coordinator roles and Executive Director.
- Supports and works as a resource to administrative coordinator roles.

Reporting Responsibilities

- The Administrative Manager reports directly to the THA Executive Director.

Direct Reports

- Team Manager
- Registrar
- Safe Sport Coordinator
- Website
- Communications Coordinator
- Volunteer Coordinator

The *ideal* candidate will possess the following credentials:

- 3 years' administrative management experience;
- Prior record of organizational responsibility (i.e. youth sports organization or business experience);
- Established, well-respected presence and contacts within the Triad area hockey community.

At a minimum, the candidate must exhibit the following qualities:

- Experienced hockey individual;
- Demonstrated commitment to sport;
- Strong communication skills;
- Efficient planner with follow-through;
- Patience to achieve long term goals.

Term:

- Hockey Calendar Year (April 1 – March 31)

Time Commitment:

- Approx. 10 hours per month, 12 months per year on average