

## **Registration Coordinator/Registrar**

### **Thunder Bay Women's Hockey Association**

Thunder Bay Women's Hockey Association is a member of OWHA which is the governing body of female hockey in Ontario. Players range in age from under 5 through over 80. The calibre ranges from beginners through world-class athletes. Members include players, coaches, trainers, officials, administrators, teams, associations, leagues and others. The TBWHA promotes, provides and develops opportunities for girls and women to play female hockey in Thunder Bay. Further information on female hockey in Ontario may be found at [www.owha.on.ca](http://www.owha.on.ca).

Thunder Bay Women's Hockey Association is inviting applications for the position of Registration Coordinator/Registrar for the junior division. The position is a volunteer position and requires some training that is provided with the registration program and familiarity with OWHA policies on sanction requests.

#### **Responsibilities include:**

- Responsible for promoting the Values of TBWHA and OWHA
- Promotion of Female Hockey in the region and the city of Thunder Bay
- Coordinate the registration of TBWHA members and participants
- Manage roster approvals
- Oversee the approval, operations and reporting of OWHA sanctioned tournaments and sanction applications from junior division teams
- General Administration
- Work within the TBWHA and OWHA communication and confidentiality guidelines
- Other duties as assigned

#### **Qualifications and Experience:**

The successful candidate shall possess the following:

- Strong knowledge of TBWHA and the OWHA and Female Hockey
- Willing to work hard
- Excellent communication and strong interpersonal skills
- Ability to communicate and work within a volunteer organization
- Excellent organizational and administrative skills
- Ability to work independently and also as a team player
- Exemplify the values of TBWHA and Ontario Women's Hockey Association

To apply for this position, please send an email to: [tbwhapresident@gmail.com](mailto:tbwhapresident@gmail.com) before Tuesday, April 30<sup>th</sup>, 2019 at 12:00 noon.

We thank all applicants for their interest.