



## **Registrar 2024 2025 Season**

Collingwood Minor Hockey Association (CMHA) is currently accepting resumes for the position of Registrar for the 2024 – 2025 season. This position is a paid position and will require some training that will be provided by CMHA. The ideal candidate will be familiar with Ontario Minor Hockey Association (OMHA) and CMHA policies.

### **Responsibilities Include**

- Promote CMHA and OMHA values
- Coordinate the registration of CMHA members and participants
- General administration
- Work with Rep and Local League Convenors' to arrange roster approvals
- Collect and track player information
- Organize tryout schedules
- Reports to and works with the CMHA board and attends the monthly meeting
- Works with coaches, managers and staff
- Other duties as required

### **Qualifications/Experience**

The successful candidate shall require the following:

- Willing to work hard
- Excellent communication and strong interpersonal skills
- Ability to communicate and work within a volunteer organization
- Excellent organizational skills
- Ability to work independently and also a team player
- Exemplify the values of CMHA and OMHA

This will be a 3 year contract.

To apply for this position, please send your resume to John Elmes at [johnelmes@collingwoodhockey.com](mailto:johnelmes@collingwoodhockey.com) by Friday March 15th, 2024. We want to thank all applicants for their interest however successful candidates will be contacted for an interview.

Collingwood Minor Hockey  
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