

Collingwood Minor Hockey Association Registrar

Collingwood Minor Hockey Association (CMHA) is currently accepting resumes for the position of Registrar for the 2021 – 2022 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

To apply for this position, please send your resume to Dwayne Draper at secretary@collingwoodhockey.com by May 31st, 2021. We want to thank all applicants for their interest however successful candidates will be contacted for an interview.