

Position:	League Coordinator
Reports to:	Director Operations
Position Level:	Full Time
Job Posting Date:	July 23, 2021
Application Deadline:	August 9, 2021
Office Location:	225 Watline Ave., Mississauga, ON L4Z 1P3

The Ontario Women's Hockey Association (OWHA) is the Ontario Provincial Sport Organization that is leading and evolving women's hockey. The OWHA has provided tens of thousands of young girls and adult women with excellence, fun and friendship as they develop life and sport skills through participation in female hockey.

Purpose of Position

The League Coordinator is responsible for the set up and management of OWHA leagues throughout the province of Ontario. This includes, but is not limited to, setting up loops/divisions, overseeing and managing the regular season and playoff schedules, coordinating the scheduling of on-ice officials, setting and managing budgets and finances, securing awards and ensuring league policies and procedures are understood and followed.

Responsibilities

Coordinating Loops/Divisions

- Grouping OWHA registered competitive teams into loops based on geography and calibre

Regular season schedule

- Coordinating and monitoring the loop/divisional schedule

Playoffs

- Coordinating and monitoring the playoff structure and games

Policies and Procedures

- Set and manage policies and procedures for the loops/divisions
- Set up and manage policies and procedures for house leagues

On-Ice Officials

- Coordinate the assignment and supervision of on-ice officials

Communication

- Coordinate communication with participating teams

Discipline

- Oversee the discipline of participants in loop/league play

Promotion

- Keep the web site updated with loop/league information
- Promote the loops/league through social media

Finances

- Set budgets and manage finances

Volunteers

- Identify, train and oversee the volunteer divisional/loop convenors

Skills & Qualifications

Strategic & Results Focus

- Proven ability to develop innovative solutions and concrete plans that create value for players and participants that deliver on measurable KPIs

Building Strategic Relationships

- Work with OWHA Director Operations and staff in proactively sourcing new prospective partners that align with our strategic goals and objectives

Communication

- Exceptional written & verbal communication and presentation skills
- Strong conceptual abilities and excellent perseverance to solve problems and adapt solutions across a wide range of communications and implementation challenges

Other Skills

- Strong knowledge of OWHA and Female Hockey
- Strong ability to design & build presentations and lead virtual meetings
- Proactively takes initiative with the ability to work effectively and independently, within tight deadlines and able to adapt to changing deadlines.
- Ability to prioritize multiple deliverables.
- Excellent organizational skills with proficient knowledge of project management

Qualifications

- A post-secondary education or suitable experience
- Experience working in a non-profit, community group, PSO or NSO environment
- Experience in coordinating and executing virtual events and meetings
- Experience in event planning

All interested applicants should apply to jobs@owha.on.ca before August 9, 11:59 a.m.

Please include League Coordinator in the subject line.

No phone calls please. All decisions of the OWHA Hiring Committee are final.

Only applicants selected for an interview will be contacted.