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The Central York Girls Hockey Association is receiving applications for the following position: **Office Administrator**

### **Position Overview**

The Office Administrator, reporting to the President and Board of Directors (the Board), is responsible for providing administrative, operations and communication services to the Central York Girls Hockey Association (CYGHA). The scope of this position is to provide these services in an effective and efficient manner with a focus on the mission, vision and goals of the CYGHA, to ensure a successful and professional operation.

### **Terms of Employment**

The Office Administrator is a full-time, year-round position of 40 hours per week. Generally, the work schedule is Monday through Friday, but the position is flexible in nature depending on the needs of the association and will require some evening and weekend work. The position includes three weeks of vacation.

### **Duties and Responsibilities**

- ☐ Provide administrative and communicative support to members, volunteers, and the Board to ensure that all matters pertaining to the daily operations are maintained in an effective, up to date and accurate manner.
- ☐ Respond to all phone and email inquiries and, if necessary, direct to the appropriate respondent in a timely manner.
- ☐ Liaise with all stakeholders of the CYGHA in a professional, prompt, and courteous manner.
- ☐ Ensure that all matters pertaining to an effective and efficient volunteer registration process is achieved.
- ☐ Coordinate and attend Board Meetings along with providing Board support.
- ☐ Provide tournament organizational support for the Panther Pride, Silver Stick and Queen of the House tournaments.
- ☐ Manage relationships with CYGHA vendors, including Panther Wear, photographer, IT, etc.
- ☐ Assist with the planning and execution of seasonal and special events, including banquets, "She shoots, She Saves", Esso Fun Days, Spirit Days, volunteer appreciation, community events, etc.
- ☐ Perform general maintenance and upkeep of the CYGHA website.
- ☐ Perform banking, finance, and bookkeeping tasks (postings, accounts receivable and accounts payable) in cooperation with the CYGHA Treasurer.
- ☐ Provide support during the CYGHA annual audit and General Meeting.
- ☐ Manage the ordering, storage and distribution of inventory, including equipment, jerseys, socks, pinnies, first aid supplies, pucks, marketing materials, etc.
- ☐ Additional administrative tasks will be required from time to time as assigned by the Board.



### **Skills and Qualifications**

- ☐ Strong organizational and administrative skills.
- ☐ Ability to deal with issues in a confidential manner.
- ☐ Clear and concise communication skills, both verbal and written.
- ☐ Ability to prioritize and work independently, responding to multiple changing demands and deadlines.
- ☐ Ability to participate as an effective team member and to support organizational goals and objectives.
- ☐ Strong interpersonal skills and customer service oriented.
- ☐ Analytical and strong attention to detail.
- ☐ Focus on continuous improvement and reducing all in-efficiencies.
- ☐ Understanding of the working in a not-for-profit, volunteer-based organization.
- ☐ Solid Proficiency with Microsoft Office skills (Outlook, Word, Excel).
- ☐ QuickBooks Online accounting software experience.
- ☐ General computer proficiency.
- ☐ Experience in RAMP / Dext / Plooto / ePACT would be an asset.

### **Reporting and Application Information**

The position reports directly to President and Board of Directors.

The Central York Girls Hockey Association provides a competitive compensation package commensurate with skills and experience.

We value diversity and inclusion and encourage all qualified candidates to apply. Please advise us if you require specific accommodations throughout the recruitment process. Interested individuals are invited to forward your resume to:

The Central York Girls Hockey Association  
[info@cygha.com](mailto:info@cygha.com)

Only candidates being considered for interviews will be contacted.