

Kensington Valley Hockey Organization

JOB POSTING

Kensington Valley Hockey Organization, a Non-Profit 501(c)(3) organization, is committed to developing youth sports. We offer area youth an opportunity to participate in an exciting, challenging sport while emphasizing camaraderie, sportsmanship and fun. KVHA provides a competitive environment of learning and good sportsmanship at all skill levels for both boys and girls in the sport of hockey. Our program is made possible through the outstanding efforts of a very small staff and of volunteers. The coaches, managers and administrators are the backbone of our association.

KVHA is overseen by a board of directors that consists of 7 members who volunteer countless hours and are elected from the membership, and one volunteer member appointed by the owner of the Kensington Valley Ice House. KVHA's office is at the Kensington Valley Ice House with association teams skating at the Kensington Valley Ice House and the Hartland Ice House.

We are a kid-centric organization focused on creating the best possible hockey and life experience for players at every level.

OFFICE ADMINISTRATOR

KVHA is hiring for the position of Office Administrator, a part-time hourly position estimated to require 10-30 hours per week depending on the demands as dictated by the hockey season calendar. Some flexibility in scheduling is afforded, but set office hours, both day and evening, are required. The Office Administrator reports to the Hockey Director and will work closely with the Hockey Director and the IT Director/Webmaster as well as being prepared at all times to support and report to all members of the Board of Directors. The holder of this position automatically becomes a member (in good standing) of KVHA.

NON-ALL INCLUSIVE, OVERVIEW OF OFFICE ADMINISTRATOR

The Office Administrator supports KVHA Supports Kensington Valley Hockey Association (KVHA) by maintaining House and Travel Programs, as well as all office duties associated with Regular and Post-Season hockey.

The following lists and requirements are representative and not all-inclusive of duties, responsibilities and qualifications of the KVHA Office Administrator.

The Office Administrator generally and specifically:

1. Maintains office by organizing office operations and procedures.
2. Completes operational requirements
3. Maintains office efficiency by planning and implementing seasonal requirements.
4. Maintains professional and technical knowledge
5. Contributes to team effort by accomplishing related results as needed
6. Maintains files and all records for all members (coaches and players) at KVHA to keep all players, coaches and teams compliant with all local and national hockey organization requirements
7. Prepares rosters for all teams for each season and maintains the season calendar to assure all deadlines are met, information gathered and fees paid for all league regular and post season, and tournament, play
8. Keeps KVHA informed by reviewing and analyzing special reports and summarizing information, updating the website, drafting various communication, sending detailed and informative “email blasts” to all or targeted portions of membership, as necessary
9. Makes deposits and necessary check requests, paying league fees as required and addressing open invoices, keeping detailed and explicit bookkeeping records of all deposits and requests.
10. Assists treasurer and KVHA accountants in billing of travel teams and bill and debt collection
11. Maintains inventory of loaner hockey and goalie equipment

12. Receives and responds to phone-based and electronic communications from members, outside inquirers, vendors, league officials, etc., accordingly
13. Completes all web-based season start-up registration tasks, assuring players are properly registered and requisite fees are paid
14. Maintains database of players for pre-season evaluation process, attends all evaluation skate times, records data and maintains database to assist in compilation of properly balanced house league teams

Office Administrator Skills and Qualifications:

1. Exceptionally well-organized and detail-oriented
2. Efficient use of time and ability to prioritize
3. Computer efficient in Microsoft Office (Word, Excel, PowerPoint) and other miscellaneous computer software programs.
4. Strong ability to work in Excel and maintain records using this program
5. Familiarity NGIN and Formstack
6. High level of customer service and communication skills to interact with the KVHA Board and KVHA Members
7. High level of organizational and reporting skills
8. Initiative-driven to seek out information from governing hockey organizations USA Hockey and MAHA
9. Willingness to attend meetings set by USA Hockey and/or MAHA relevant to office and administrative responsibilities
10. Must be able to multi-task, particularly during the opening of the regular hockey season
11. Knowledge of hockey program or other large youth organization programming
12. Promote process improvement

Please submit to hockeydirector@kvhockey.org a resume and cover letter detailing the manner in which your background and qualifications are a fit for this position. The deadline for submitting applications is May 11, 2018. Applications will be reviewed on an ongoing basis and qualified applicants will be contacted for an interview.