

POSITION TITLE: Operations Administrator
ORGANIZATION: Oshawa Girls Hockey Association
COMPENSATION: \$8000.00 (Contract Amount)
TERM: August 15, 2025, to June 30, 2026
PAYMENT TERMS: To be outlined in a contract agreement and discussed during the interview process.

Position Summary:

The **Operations Administrator** plays a foundational role in modernizing and supporting the operations of the **Oshawa Girls Hockey Association (OGHA)**. The association currently lacks a centralized administrative system to support consistent and compliant practices, especially during transitions between directors. To meet obligations under the Ontario Not-for-Profit Corporations Act (ONCA) and to ensure long-term organizational accountability, OGHA is creating this role to build and manage critical administrative infrastructure.

Reporting to the OGHA Executive, the Operations Administrator will provide administrative support across all aspects of the association. Core responsibilities include developing operational manuals for youth programs, implementing a secure digital platform (Microsoft 365/Teams) for information sharing, and creating a comprehensive seasonal timeline. The role also supports board members, team staff, and volunteers with procedural documentation, training tools, and coordination across key functions.

This position requires a highly organized, technically proficient individual who can work independently while collaborating with diverse stakeholders to ensure the association operates efficiently and remains compliant from season to season.

Key Responsibilities:

- Design, implement, and maintain a centralized digital filing system to support the operational needs of the association, including the secure storage of meeting minutes and official documents.
- Implement tools and platforms that facilitate collaboration and information sharing among board members, team staff, and volunteers.
- Maintain a secure digital repository for financial reports and records related to competitive teams.
- Develop and maintain procedure manuals and guides for team staff, including coaches, managers, and trainers.
- Establish and maintain standardized association email addresses for executive and team staff, including the annual transition process for new personnel.
- Support team managers, competitive and house league, with scheduling, game logistics, and related administrative processes.
- Assist Board of Directors with various operational tasks, including but not limited to:
 - Registration coordination and statistical reporting
 - Entering and managing game results in the RAMP system and related platforms
 - Supporting staff compliance with Ontario Women's Hockey Association (OWHA) training and certification requirements
 - Coordinating volunteer schedules and check-in processes for competitive team tryouts
 - Assisting with uniform fitting sessions throughout the season
 - Providing support for 50/50 fundraising efforts with the Oshawa Generals

Required Qualifications:

- Strong proficiency in Microsoft 365/Teams, SharePoint, OneDrive, and Outlook.
- Experience organizing and maintaining digital workspaces for file sharing and collaboration.
- Proven ability to create and maintain procedural documentation and training guides.
- Excellent written communication and attention to detail.
- Ability to manage multiple priorities, work independently, and meet deadlines.

Preferred Qualifications:

- Previous experience with youth sports or nonprofit organizations.
- Familiarity with OWH and OGHA operations, policies, procedures and seasonal timelines.
- Experience using Microsoft Forms, Google Forms, or similar data tools.
- Basic skills in graphic design or document layout (e.g., Canva, Word templates).

Performance Measures:

- Biannual progress updates to the Executive (December & June)
- Timely completion of key deliverables, including centralized platform, and seasonal timeline
- Development and launch of operational manuals for coaches, managers, and trainers
- Secure and organized storage of core association records and reports
- Successful onboarding/offboarding of directors and team staff and training on association tools

Projected Time Constraints:

Estimated commitment of 500 hours over the term (approximately 12 hours per week), with flexibility depending on seasonal activity levels.

How to Apply:

Please email your noted **experiences and qualifications** with a brief **letter of interest** outlining your relevant experience to oshawaladies.hockey@yahoo.com