

Victoria Junior Field Hockey Association – Administrator Position

The Victoria Junior Field Hockey Association (VJFHA) conducts a spring field hockey league from April through June each year. The Association is looking for a contract Administrator, reporting to the Association Treasurer, from December 2011 through June 2012 to assist with 2012 pre-season, in-season and post season activities. The work centres around membership management and communication. Much of the work will occur in February through April 2012. The contract will be reviewed for extension on an annual basis by the board of directors.

Background:

Each year VJFHA runs a 10 week program for girls and boys aged 5 through 18. In 2011, over 450 players and 100 coaches were involved in the recreationally-focussed program.

Administrator responsibilities:

- set up and manage email distribution lists
- provide and manage email communication to players, parents, division coordinators and coaches
- manage registration related information
- manage and maintain registration lists using input from the on-line registration system
- develop and distribute division player lists
- gather team lists from the division coordinators
- develop and submit promotional materials to schools (e.g., Newsletters, pamphlets)
- arrange for and submit advertisements as indicated by the board (e.g., Newspaper ads)
- organize and manage equipment distribution and return
- manage the request for proposals and purchase of t-shirts and equipment for the association
- schedule coaches training sessions and meetings
- organize and manage, as determined by the board, all special events associated with the VJFHA (e.g., Come Try the Game Free Days, First Day of Season, Photo Day, End of Season events, Jamboree Day)
- provide registration updates to the Board as requested
- provide year-end report by June 30, 2012
- update and manage website
- attend all VJFHA Board meetings

You will bring to this position:

- good oral and written communication skills
- self motivation and good attention to detail
- ability to provide positive phone and email support to people having trouble registering on the Juniors and FHBC websites
- your own computer for accessing email accounts and updating on-line resources
- available to work 50+ hours in each of February, March and April 2012
- knowledge of VJFHA activities and the game of field hockey is preferred

Proposed payment schedule and expected hours:

- Dec - \$250 – 12.5 hours
- Jan - \$500 – 25 hours
- Feb - \$750 – 37.5 hours
- Mar - \$1000 – 50 hours
- Apr - \$1250 – 62.5 hours
- May - \$250 – 12.5 hours
- June - \$500 – 25 hours

If you are interested in applying for the position, please submit a resume and cover letter outlining your qualifications for the position via email to Bill Moffat, Treasurer Victoria Junior Field Hockey Association at bill.moffat@gov.bc.ca: no later than November 30, 2011. All questions should be directed to the above email address.