



AMHA Program Administrator

THE POSITION

We are looking for a Programs Administrator to coordinate operations, athletes, and volunteers for various programs in our organization. This position reports into the Executive Board of Airdrie Minor Hockey.

Programs Administrator responsibilities include managing budgets, seeking sponsorship opportunities, establishing policies and procedures, work with the board and its committees on planning and executing programs. To succeed in this role, you'll need to have strong organizational and communication skills, be comfortable dealing with customers, be an ambassador for our organization, and promote and market the programs. The role will report to a volunteer board, experience with not for profits would be an asset. The ideal candidate will be a team player and exceptional communicator. If you're also a dedicated worker and a problem-solver, we'd like to meet you. Previous experience with a Non-for Profit or Minor Hockey Association and technology will be viewed as an asset.

Ultimately, you'll ensure our programs run smoothly and achieve their purpose.

ABOUT AMHA

Airdrie Minor Hockey was incorporated as a not for profit Minor Sports Association in 1983. We have grown rapidly in size, just like our city has since that.

In 2000 we had under 400 players and in 17 years our number has reached a whopping 1490 registrants from Midget AAA to Initiation. By 2017 we had over 1600 athletes register and over 500 volunteers.

We see a steady growth rate of 10-12 percent annually and could not keep up with that growth if it wasn't for our incredible volunteer base. We have a volunteer board of directors consisting of 22 members as well as a 5 member executive board who governs the day to day business of the association.

Airdrie Minor Hockey has three full-time paid employees.

Airdrie Minor Hockey members give back to the community on a regular basis but most notably as a whole during our annual "Lioness Hamper Program" and "Hockey Fights Hunger Campaign" All families at every level get together and contribute luxury items (socks, towels, pillows etc to our Lioness Hamper Program and also have a friendly competition of Hockey Fights Hunger collecting food for the program and the Airdrie Food Bank.

Our two new ice surfaces in the City of Airdrie came to fruition because of AMHA's persistence and desire for continued development. We lobbied the City of Airdrie to speed up construction by three years and have come close to paying off our capital commitment contribution of \$469,000 towards this endeavor. We host an annual fundraiser (golf tournament or something similar) each season to continue the awareness of this initiative.

Airdrie Minor Hockey is proud to be one of the only associations in Alberta who mandates Fair Play. We believe that all players should be allowed to experience all situations and develop throughout the season and do best do that we require our coaches to follow the philosophy of **All Players-All Lines-Every Opportunity**.

OVERALL RESPONSIBILITIES

The Program Administrator is responsible and not limited to the below responsibilities;

Responsibilities:

- Oversee all operations, activities and budgets for each program.
- Aid in coordinating and executing fundraising efforts when needed.
- Review and improve applied standards and practices.

- Prepare and monitor program calendar.
- Reschedule or rearrange tasks and projects as necessary.
- Manage relations with vendors or partner organizations.
- Resolve issues to keep programs rolling.
- Ensure compliance with all relevant regulations for each program.
- Prepare reports on the programs' status or problems.
- Recommend improvements and present ideas for new programs.
- Support, communicate, reinforce and defend the mission, values and culture of the organization.

- **Requirements:**

- 3+ years of proven Administrator/Coordinator experience
- Proven experience as a program/project coordinator or similar role.
- Experience in budgeting and fundraising.
- Knowledge of Bid and Proposal activities (RFP/RFQ's).
- Some evenings and weekends will be required.
- Ability to multi task under pressure; and to tight deadlines.
- Familiarity with industry-related laws and regulations.
- Tech-savvy with a working knowledge Microsoft Office applications, Sports Engine, websites, social media, and various other software.
- Flexible and ability to adapt to change.
- Excellent interpersonal and communication skills.
- Strong organizational, planning and execution skills.
- Problem-solving aptitude.
- Team Player.

- More Information:

- AMHA offers competitive compensation, career growth, and autonomy to perform your role. In addition, the organization offers a collaborative team atmosphere with the support and resources necessary to achieve high levels of service.

- Deadline to apply is June 24, 2019

- To apply for this position, please submit your resume and cover letter to president@airdriehockey.com

- No calls will be accepted. Only successful applicants will be contacted. No agencies, please.

- Job Type: Full-time
- Job Location: Airdrie, AB
- Required Education: Post Secondary Diploma

