



Sicamous Eagles Junior "A" Hockey Club Front Office- part time year round position

Roles & Responsibilities:

- Provides administrative support to the GM/ Head Coach ie. player recruitment, SPA agreements, trades, releases, etc.
- During the season acts as a liaison between the board, Hockey Operations staff, Marketing staff and volunteers
- Establish work priorities and ensure procedures are followed, and deadlines are met
- Assist Head coach with the registration of clinics and camps.
- Attends board meetings to provide data and information so the board can make informed decisions.
- Ensure compliance with policies and rules for the KIJHL and Hockey BC as well as, and in conjunction with the organization's procedures and bylaws.
- Coordinate Team photographer – Action shots for social media and submit to KIJHL for Social media & marketing purposes , hockey cards, team photo

Oversees the following:

- Game Night-set up, booth, time clock, front lobby, bar
- Schedule gate, timekeepers, security, and bar staff
- Booster Club (Volunteers)

Qualifications/Skills:

- Excellent communication skills
- Demonstrated decision making & problem solving skills
- Must have exceptional time management skills with attention to detail
- Proficient in multiple computer programs ie. excel, word, and programs specific to KIJHL ie pivot
- Able to work flexible hours throughout the season with less hours during off season
- Own Vehicle and valid drivers license with a clean drivers abstract

Please forward cover letter, resume and wage expectations to
sicamouseagles.office@gmail.com