



Employment Opportunity

Organization: Hockey Winnipeg
Job Title: Registrar
Office Hours: 8:30am-4:00pm (some evening & weekend availability may be required)
Reports to: Executive Director
Job Type: Full-time/Permanent

Position Overview:

The Registrar in cooperation with the Executive Director will work closely with staff, volunteers, and partners to ensure effective management of registration processes for players, coaches, and teams in accordance with Hockey Winnipeg, Hockey Manitoba and Hockey Canada guidelines. The position will maintain high standards of customer service in an effort to facilitate the development of the sport of Hockey.

We are looking for a person who has the skills and ability to:

- maintain a high level of accuracy in data entry while processing various types of registration information
- maintain confidentiality
- effectively manage timelines while organizing and coordinating a variety of concurrent activities
- communicate effectively both verbally and in writing
- manage conflict and create positive solutions
- adhere to organizational policy & regulations
- achieve organizational goals while facilitating and guiding volunteers
- support and train volunteers
- think strategically in enhancing and improving registration processes
- foster positive and cooperative relationships
- write reports and assist in creating business plans and budgets

Qualifications and Experience:

- University or College Degree/Diploma, preferably in Sport Administration or Recreation Management or a combination of experience and education
- 2 -4 years' experience working within a non-profit, volunteer supported and driven organization
- Pro
- General knowledge of the sport of Hockey and its delivery in Manitoba, or youth sport delivery
- Computer literate and proficient using standard Microsoft Office suite
- Valid Driver's License and the willingness/ability to travel in support of fulfilling the goals of the position (when required)

Please submit your cover letter and resume including salary expectations by email to executivedirector@hockeywinnipeg.ca by June 10, 2025. The position will remain open until filled. Only those selected for an interview will be contacted.