



Coordinator Registration (Student) Ontario Hockey Federation

The Ontario Hockey Federation (OHF) is a dynamic and innovative organization dedicated to making a positive impact on our community and beyond. As the governing body for amateur hockey in Ontario and is the largest member Branch of Hockey Canada, the OHF works in cooperation with its seven (7) Member Partners, the organization oversees the management of hockey programs from entry level to high performance. Further information about the OHF can be obtained through its website at www.ohf.on.ca.

The OHF is inviting applications for a 9 month student contract for **Coordinator Registration**. This position will involve work with other staff, volunteers, Hockey Canada and the Member Partners. The position will be located at the OHF Office in Cambridge, Ontario.

Objectives of this role

- To ensure the timely communication and completion of Transfers at U9 between OHF Members.
- To coordinate any hearings of the OHF Appeals, Mediation and Registration Committee
- To provide support to individuals using the centralized screening process; and
- To ensure all materials and communication are up to date and correct.

Key Responsibilities

Screening Administration (50%)

- Provide customer service on anything related to screening, including answering emails and phone calls, providing assistance to anyone who needs help.
- Respond to emails regarding to screening.
- Review duplicate submissions in the Screening Portal
- Follow up on Receipts Provided to help turn into completed screening.
- Provide assistance to OHF staff on any other screening related tasks

Transfers (40%)

- Review and process transfer applications, ensuring all documentation is complete.
- Verify documents and communicate with applicants for additional information, if needed.
- Direct inquiries to the appropriate members when necessary.
- Send out decision emails to applicants.
- Maintain accurate records and update internal databases.

Tampering and Appeal Hearings (5-10%)

- Coordinate Mediation Appeals
- Coordinate Appeal intake and administration
- Provide assistance to appellants on process
- Work with Coordinator and Member Partners to ensure a timely process
- Coordinate Appeal hearings when required
- Communicate with Appeal/Registration/Mediation Committee Members
- Coordinate and direct complainants through the complaint process

Other Responsibilities

- Role may expand to assist OHF staff with other areas where support is needed.

Qualifications, Experience, and Eligibility

The successful candidate for the position of Coordinator Registration shall possess the following:

- Strong project management skills, multi-tasking and self-motivation with attention to detail;
- Strong Computer skills and significant experience and knowledge of Microsoft Office and Adobe Acrobat; and
- Ability to work both independently and in a team environment.

In addition the successful candidate must meet the following requirements:

- All students must be currently enrolled in a secondary, or post-secondary institution or within six months of graduation and have reached the age of 15 upon commencement of employment;
- Proof of student enrolment must be provided to the employer;

- Students must be residents of Ontario during the period of employment; and
- Students must be eligible to work in Canada and have a Social Insurance Number (SIN).

Qualified applicants are invited to submit their resume and other information **by 4:00pm on May 15, 2025** to:

Email: jobs@ohf.on.ca