



Manager, Risk, Registration and Insurance Ontario Hockey Federation

The Ontario Hockey Federation (OHF) is a governing body for amateur hockey in Ontario and is the largest member Branch of Hockey Canada. 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 **Manager, Risk, Insurance and 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 9-400 Sheldon Drive Cambridge, Ontario. The salary range for this position is \$42,000 - \$70,000 per year plus benefits.

Objectives of this role

- Establish processes within the risk, registration and insurance portfolio to create efficiency and customer focused attention;
- Lead the Risk department to ensure that the OHF mitigates risk while limiting workload for the OHF stakeholders; and
- To manage the overall relationship and use of the HCR amongst the Members, Associations and Hockey Canada to create greater efficiencies.

Key Responsibilities

Shall be responsible for:

- Oversee, manage the implementation of the OHF Screening Policy within the OHF;
- Manage Criminal Record Check Inspector;
- Lead and guide direction for Safe Sport with the OHF;
- Coordinate and direct complainants through the Independent Third Party complaint process;
- Coordinate and educate decisions makers on research on the Game of Hockey;
- Manage the data and system features of the HCR system annually through relationships with Hockey Canada, OHF Members and Associations;
- Ensuring that Associations and Members are utilizing the HCR to maximum capabilities, to have relevant real time data;
- Manage registration processes and staff overseeing transfers and appeals;
- Insurance related activities within Federation ensuring timely process of insurance certificates;
- Work with Members and Hockey Canada on insurance-related activities and questions;
- Responsible for managing the relationships of the Associate Partners Sledge Hockey, CNSH (Special Hockey International) and Little NHL;
- Review and development of policy within the OHF focusing on purpose of the OHF;
- Drafting OHF Operational Plan and OHF Budget specific to department and areas of risk;
- Work with other Branch Staff to support services during heavy periods.
- Other duties or tasks as assigned by the Programs and Events Director.

Qualifications and Experience

The successful candidate for the position of Manager, Communications and Marketing Technology shall possess the following:

- Experience within a volunteer-based sport organization and postgraduate education in Communications, Business or Sport Administration;
- Strong Interpersonal, Communication and Presentation Skills (written and verbal);
- Strong Computer skills and significant experience with Microsoft Office, Website Maintenance, and Adobe Creative Suite (asset);
- Strong project management skills, multi-tasking and self-motivation;
- Ability to work both independently and in a team environment;
- Working knowledge of market research, surveys, and data analytics; and
- Experience with Customer Relationship Management software (asset).

Qualified applicants are invited to submit their resume and other information **by 4:00pm on Friday, June 16, 2023** to:

Email: jobs@ohf.on.ca