Job Description: Director of Administration – York Simcoe Express

Position Overview and Responsibilities

# Position Summary

The Director of Administration of York Simcoe Express plays a pivotal role in ensuring the smooth and effective operation of the organization. This position is responsible for overseeing administrative processes, managing communications, supporting board initiatives, and fostering a positive environment for players, coaches, parents, and volunteers. The ideal candidate is highly organized, proactive, and passionate about youth sports and community development.

# Key Responsibilities

* Administrative Leadership: Oversee the day-to-day administrative functions of YSE, ensuring all operations are efficient and compliant with organizational policies.
* Registrar: YSE focal for the Registration of players and lead Registrar role overseeing the Director at Large volunteer position on the board.
* Meeting Coordination: Schedule, plan, and facilitate board meetings and committee sessions, including preparing agendas, distributing materials in advance, and recording accurate minutes.
* Documentation and Records Management: Maintain up-to-date records of board proceedings, team rosters, registration forms, waivers, and other essential documents, ensuring confidentiality and accessibility.
* Communication: Serve as the primary point of contact for internal and external communications, handling correspondence with parents, coaches, sponsors, and community partners.
* Program Support: Assist in organizing and executing youth hockey programs, tournaments, and special events, including logistics, volunteer coordination, and promotion. This includes the co-ordination of the Annual YSE Banquet.
* Process Improvement: Identify and implement improvements to administrative workflows, leveraging technology and best practices to enhance efficiency.
* Policy Implementation: Ensure that league policies, safety procedures, and codes of conduct are communicated clearly and consistently enforced throughout the organization.
* Volunteer Coordination: Recruit, schedule, and support volunteers for games, practices, events, and fundraising initiatives.
* Technology Management: Oversee the use of digital platforms, such as league management software, social media channels, and official email accounts.

# Qualifications and Skills

* Experience: Previous administrative or management experience, ideally in a youth sports or not-for-profit environment, is highly desirable.
* Organizational Skills: Exceptional ability to prioritize tasks, manage multiple projects, and meet deadlines within a dynamic environment.
* Communication Skills: Strong written and verbal communication skills, with the ability to engage tactfully with diverse stakeholders.
* Technology Proficiency: Familiarity with common office software (Word, Excel, Google Workspace), league management platforms, and social media tools.
* Leadership: Capacity to motivate volunteers, work collaboratively with board members, and cultivate a positive team culture.
* Attention to Detail: Meticulous approach to record-keeping, scheduling, and compliance-related tasks.
* Problem-Solving: Resourceful and adaptable in addressing challenges, with a solution-oriented mindset.
* Confidentiality: Ability to handle sensitive information discreetly and ethically.

# Essential Duties

* Manage all administrative processes including registration, and maintaining up-to-date contact and medical information for all players.
* Coordinate annual general meetings, special meetings, and board meetings; distribute minutes and follow up on action items.
* Assist in the preparation and review of annual reports, grant applications, and sponsorship proposals.
* Support the planning and logistics of league events, training sessions, and fundraising activities.
* Respond to inquiries from parents, players, volunteers, and the community in a timely and professional manner.
* Maintain the organization’s digital presence, updating the website, social media, and communication platforms as needed.
* Collaborate with board members to review and update policies and procedures.

# Working Conditions

* Combination of remote work and in-person attendance at board meetings, games, and special events.
* Interaction with children, parents, coaches, volunteers, and external partners.

# Reporting Relationship

The Manager of Administration reports directly to the President of the YSE Board and works closely with all board members, committee chairs, and volunteers across the organization.

# Opportunities for Professional Growth

* Develop leadership skills within a vibrant, community-focused organization.
* Participate in professional development seminars, workshops, and training relevant to youth sports administration.
* Networking opportunities with local and provincial hockey associations.

# Application Process

Interested candidates should submit a resume, cover letter outlining relevant experience and passion for youth sports and contact information for two references. Applications are accepted by email and will be reviewed on a rolling basis until the position is filled.

# Commitment to Diversity and Inclusion

The YSE board values diversity and is committed to fostering an inclusive environment for all participants. Qualified candidates from all backgrounds are encouraged to apply.

# Conclusion

The Director of Administration serves as the backbone of the YSE board, ensuring operations run smoothly and supporting the mission of providing high-quality developmental experiences to young athletes. This is an impactful role for an administrator who values teamwork, professionalism, and the joy of sport.

# Compensation

To be discussed during the interview process.