



Member Service Coordinator – Full Time

BC Hockey

Saanichton, BC

BC Hockey is currently seeking a dedicated individual to join our team as a Member Service Coordinator. We welcome candidates who are enthusiastic and eager to learn to apply for this position. Join us in making a difference in the world of hockey!

PLACEMENT REQUIREMENTS

The ideal candidate for the Member Services Coordinator position should hold relevant post-secondary education or appropriate experience, as well as a minimum of 1-3 years of demonstrable experience. Additionally, the successful candidate will also possess a combination of the following valuable experiences, skills and abilities:

- Willing to learn about the Hockey Canada and BC Hockey Bylaws, Regulations and Policies
- Proficiency in computer systems (Microsoft Office mandatory)
- Possess good communication, administrative and organizational skills.
- Strong time management, and client service abilities
- Demonstrate ability to communicate effectively.
- Willing to work occasional evenings and weekends, as required.
- Required to obtain Respect in Sport Workplace certification, Criminal Record Check and Concussion Awareness Training Tool (CATT) certification / completion.

POSITION DUTIES:

Registration and Membership

- Process Membership Applications
- Reviewing of Recreational and Carded Team Staff Certifications
- Review Minor Hockey carded teams eligible for Championships
- Reporting through the Hockey Canada Registry Programs
- Process coaching post task
- Process all coaching and officiating clinic entry and set up
- Assist with program registrations and payments
- Assist with leagues monthly reconciliation
- Assist with camp/event preparations as required



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Administration

- Answer all phone calls and direct as necessary
- Process all general inboxes and answer or direct inquiries
- Format and distribute correspondence as required
- Processing Criminal Record Checks
- Insurance, Special Events application review
- Shipments and tasks as required
- Process tournament requests

Job Type: Full-time

Pay: \$40,000.00-\$45,000.00 per year

Benefits:

- Dental care
- Disability insurance
- Extended health care
- Life insurance
- RRSP match
- Vision care

Schedule:

- Monday to Friday

Work Location: In person

Email resume and cover letter to hr@bchockey.net



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