

APPLICATION DEADLINE: December 29th, 2023

POSITION: Ontario Lacrosse Association, Regional Registrars

REPORTS TO: Program Director

CONTRACT TERM: mid-February to October 1st, 2024

EMPLOYMENT TYPE: Part-time, contract

OVERVIEW:

The Ontario Lacrosse Association (OLA) operates an online registration platform for province-wide membership. This position will work to approve memberships between OLA clubs and the OLA for member participation.

KNOWLEDGE & SKILLS:

- Strong understanding of OLA registration procedures and policies
- Clear understanding of OLA club boundaries and OLA residence rules
- Strong understanding of OLA Privacy and Criminal Record Check (CRC) Policies and the Federal Personal Information Protection and Electronic Documents Act (PIPEDA)
- Knowledge of OLA leagues and club structures
- Strong understanding of SportzSoft registration platform
- Excellent oral and written communication skills
- Strong interpersonal skills to interact with volunteers and various stakeholders
- Team player with the ability to work independently and take initiative
- Ability to deliver Zoom-based individual and/or small group instruction on club registration functions
- Strong organizational skills and high attention to detail
- Able to handle multiple tasks and prioritize appropriately to meet critical deadlines
- Able to work flexible hours, including evenings and weekends and varying workloads during the period

EXPERIENCE AND EDUCATION:

- Graduation from a university/college preferred or equivalent proven business experience
- Experience using the SportzSoft registration platform
- Understanding of OLA Club Registrar roles and responsibilities
- Demonstrated knowledge of Microsoft Office software (particularly Excel and Word)

COMPENSATION: To be determined

NOTES:

- A laptop is provided for business purposes for this position.
- Formal office hours are not required, however, flexibility to meet weekly deadlines of varying workloads is (working approximately 20 hours per week during peak season).
- All applicants must be legally entitled to work in Canada.
- The successful candidate will be required to submit a valid criminal record check.

Please forward your cover letter and résumé to the attention of: Registrar Hiring Committee at <hr@ontariolacrosse.com>

Closing date for this position is December 29th, 2023.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.