



## **West Van Academy Warriors**

Attn: Yashar Farmanara  
950 Cross Creek Road  
West Vancouver, BC V7S 2S5  
info@westvanwarriors.com

## **Re: Operations Coordinator**

### **Job Details**

We are looking for a dynamic and energetic Office Administrator to support the growth and improve the internal organization of the West Van Warriors Hockey Academy. The successful applicant will possess a positive, high-energy approach to the wide-ranging tasks that are unique to the teams within the Canadian Sport School Hockey League (CSSHL). This role works closely with the Chief Operating Officer, Athletic Director, and senior Warriors Team Coaches to ensure the efficient and effective management of our teams.

### **Responsibilities**

- Communicate regularly with executive team, coaches, players, parents and billet families.
- Coordination of athlete registration with the support of the Education Director.
- Travel planning and final arrangements for transportation, accommodation and meals for all team road trips (in conjunction with Chief Operating Officer and coaching staff).
- Coordinate schedules to ensure that all game operations staff are prepared, organized and fully equipped with all necessary supplies.
- Coordination of training, gym and ice schedules for all teams.
- Regular liaison with billet coordinator to ensure positive experience for players and for our home-stay/billet families.
- Work closely with spring hockey director to coordinate registration and organize scheduling.
- Office management - telephone, courier, meeting minutes, ordering of supplies.
- Undertake basic bookkeeping tasks (payables, receivables, payroll management).
- Coordination of social media accounts - Instagram, Facebook, Twitter, YouTube.
- Coordination and updating website content (news updates, photos, etc.)
- Operate the academy Hockey Canada Registry (HCR).

- Become familiar with, and ensure the Employer is abiding by, local, provincial and national regulatory rules for hockey leagues required.
- Coordinate program initiatives such as fundraising events, community involvement, and other initiatives.
- Coordinate and manage game night operations staff for home games.

## **About Us**

The West Van Warriors Hockey Academy prides itself on creating a positive and committed culture that develops players both athletically and academically to succeed at the highest level. Formed in 2016, the Warriors program has grown to encompass three teams, competing across all levels of the CSHL.