



ADMINISTRATOR ROLE DESCRIPTION

ST. ALBERT MINOR HOCKEY ASSOCIATION (SAMHA)

The Administrator is responsible for undertaking administrative tasks, ensuring the rest of the staff has adequate support to work efficiently.

Key Objectives:

- Manage and coordinate administrative tasks of the Association
- Provide administrative support the Executive Director
- Act as point of contact to the membership of the Association

The Administrator reports to the Executive Director and works closely with the Ice Allocator, Registrar and the SAMHA Board of Directors.

DUTIES AND RESPONSIBILITIES

- Review, evaluate and implement new administrative procedures
- Provide support to members, coaches, and volunteers over the phone, by email and in-person
- Establish work priorities and ensure procedures are followed, and deadlines are met
- Carry out administrative activities of SAMHA
- Oversee the development and management of all SAMHA forms
- Responsible for managing registration camps and supplemental programming
- Point of contact for all permit requests
- Co-ordinate office services such as equipment, supplies, maintenance and security services
- Oversee and co-ordinate all SAMHA meetings



780.459.4052



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