

Job Title: Co-Registrar

Company: Blindman Valley Minor Hockey Association

Location: Central Alberta

Job Type: Part-Time Paid Volunteer

Compensation: \$40/BVMHA Team 2025/2026 Season

Closing Date: May 28, 2025, 23:59

About Us:

In 2023, The Blindman Valley Minor Hockey Association (BVMHA) was created and formed through a merger of the Bentley, Eckville, and Rimbey Minor Hockey Associations, along with The West Central Wildcats Female program. This organization is overseen by a supportive executive board, responsible for managing all hockey operations. With over 300 active members in its inaugural season BVMH continues to grow and remains dedicated to foster minor hockey at all levels in Central Alberta.

Job Summary:

We are seeking an organized and dedicated individual to join our team as Co-Registrar. The Co-Registrar will play a pivotal role in assisting the Registrar Lead with registration of the BVMHA. With this, they will support team assignments and help with ensuring all certifications for players and coaches are in place.

Responsibilities & Qualifications:

- Manage player registration process, including the online registration platform.
- Work closely with both leagues to ensure all player movement and transfers are in place and within league regulations.
- Ensure all credentials for the players, coaches and parents are up to date.
- Work together with the Registrar Lead to ensure the process is completed.
- Coordinate directly to the Registrar Lead to identify if there is any missing or outdated documentation per registrant.
- Work together with Hockey Alberta and BVMHA to ensure proper regulations are followed.
- Strong organizational and communication skill with experience in scheduling or coordinating sports, preferably hockey.
- Flexibility for evening and weekend work during the hockey season, this position will be primarily in the fall but will be required up to the new year.
- Proficiency and experience with team management apps (Team Ramp, etc.)

How to Apply:

Interested candidates are requested to submit their resume, cover letter, and any relevant certifications to our executive Stephanie Carlson, presidentbvmh@gmail.com. Please include "Co-Registrar –[Your Name]" in the subject line. Interviews will be extended to shortlisted candidates only, with compensation determined in line with other associations with similar roles.