



ONTARIO MINOR HOCKEY ASSOCIATION
25 Brodie Drive, Unit 3, Richmond Hill, ON L4B 3K7
Tel. 905 780 6642 Fax. 905 780 0344
omha@omha.net www.omha.net

EXECUTIVE DIRECTOR

The Ontario Minor Hockey Association (OMHA), founded in 1935, is the largest minor hockey association in the world and oversees a participant base of 300,000 consisting of players, coaches, trainers, officials, hockey volunteers and parents across the province. The OMHA has 228 active member minor hockey associations and annually coordinates 28 leagues and approximately 600 development clinics throughout Ontario.

The OMHA is currently seeking a resourceful, innovative and self-motivated individual for the position of **Executive Director**. The successful candidate must be a team-orientated person with outstanding interpersonal, organizational and communication skills.

Responsibilities

The Executive Director is responsible for the administration and management of all aspects of the Association. The Executive Director works to ensure the financial, administrative and long-term success of the Association. The Executive Director oversees the entire office staff and works in close contact with the President and OMHA Board. The Executive Director works a standard work week, but will often work evenings, weekends, and overtime hours to accommodate activities such as OMHA Board and Committee meetings, OHF and HC meetings.

Required Skills and Abilities

The successful candidate shall possess the following:

- Understanding of Ontario Minor Hockey Association structure, sponsorship initiatives, programs, events, and membership needs
- Excellent interpersonal, organizational and analytical skills
- Excellent strategic planning, problem solving and project management
- The ability to handle multiple tasks, manage budgets, balance continuous demands, prioritize projects and meet deadlines
- Effective written and verbal communication skills

Required Experience

- University/College degree or equivalent in sport management, recreation, business or a related discipline.
- 5+ years managerial experience, preferably in sport association environment
- 5+ years of business experience in a dynamic, creative, multi-faceted environment
- 5+ years of leadership experience





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- Experience with budget forecasting and tracking
- Experience communicating at all levels of an organization

The salary for this position is dependent upon qualifications and experience. The OMHA offers a competitive compensation package.

If you enjoy working in a fun, fast-paced, sports environment and would like to join the team at the Ontario Minor Hockey Association, then please send us your application to the attention of:

OMHA Human Resources

By Mail: 25 Brodie Drive Unit 3, Richmond Hill ON. L4B 3K7

By Fax: 905-780-0344

By email: hr@omha.net

Closing date for applications is **November 9, 2016.**

Only candidates selected for interviews will be contacted.

No phone calls please.

