



Coordinator, Registration (Maternity Leave Position) Ontario Hockey Federation

The Ontario Hockey Federation (OHF) is a dynamic and innovative organization dedicated to making a positive impact on our community and beyond. As the governing body for amateur hockey in Ontario and the largest member Branch of Hockey Canada, the OHF works in cooperation with its seven (7) Member Partners, the organization oversees the management of hockey programs from entry level to high performance. Further information about the OHF can be obtained through its website at www.ohf.on.ca.

The OHF is inviting applications for a **5-month contract** for **Coordinator, Registration**. This position will involve work with other staff, volunteers, Hockey Canada and the Member Partners. The position will be located at the OHF Office in Cambridge, Ontario, but can be a remote position for the right candidate.

Objectives of this role

- To provide support to individuals using the centralized screening process; and
- To ensure the timely communication and completion of Player Transfers at U9 age group and below between OHF Members.
- To coordinate any hearings of the OHF Appeals and Registration Committee

Key Responsibilities

Screening Administration (50%)

- Provide customer service on anything related to screening, including answering emails and phone calls, providing assistance to anyone who needs help.
- Respond to emails regarding to screening.
- Follow up on Receipts Provided to help turn into completed screening.
- Provide assistance to OHF staff on any other screening related tasks

Transfers (40%)

- Review and process transfer applications, ensuring all documentation is complete.
- Verify documents and communicate with applicants for additional information, if needed.
- Direct inquiries to the appropriate members when necessary.
- Send out decision emails to applicants.
- Maintain accurate records and update internal databases.

Tampering and Appeal Hearings (5-10%)

- Coordinate Appeal and Tampering intake and administration
- Provide assistance to appellants on process
- Work with Coordinator and Member Partners to ensure a timely process
- Coordinate Appeal and tampering hearings when required
- Communicate with Appeal/Registration Committee Members
- Coordinate and direct complainants and appellants through the complaint process

Other Responsibilities

- Role may expand to assist OHF staff with other areas where support is needed.

Qualifications, Experience, and Eligibility

The successful candidate for the position of Coordinator Registration shall possess the following:

- Strong project management skills, multi-tasking and self-motivation with attention to detail.
- Strong Computer skills and significant experience and knowledge of Microsoft Office and Adobe Acrobat; and
- Ability to work both independently and in a team environment.

Qualified applicants are invited to submit their resume and other information **by 4:00pm on November 10, 2025** to:

Email: jobs@ohf.on.ca