

# Fall/Winter Leadership Employment

## Hockey Coordinator

### About the employer:

Wilfrid Laurier University is an institution with a long history of excellence in both academics and athletics. WLU Athletics & Recreation provides a fast paced and challenging work environment with the opportunity to work in a team based and customer focused environment.

### About the position:

Each year 35+ teams participate in WLU Hockey Intramurals. This recreation program in intramural activity requires dedicated and organized student leadership to supervise and manage all aspects of the program planning and delivery, including the hiring, training, and supervision of 3 Head Referees and numerous student referees. The Hockey Coordinator is an outgoing and reliable student that must also be very adept at communications and conflict resolution with team captains, and a large staff team of their peers. The successful candidate will also be required to develop league schedules, promotions, program registration, development and implementation of sport rules and policies and procedures.

### Duties include:

- Website updates and communications
- Valid CPR/1st Aid certification
- Manage the intramural registration process
- Ensure all payroll & game sheets are complete
- Assist in the development of leagues, rules, game schedules, and performance bonds
- Other Duties as assigned by Coordinator of Programs.

### Ideal candidate must have the following qualifications:

- Supervise league activity and programs
- Proficiency with Microsoft Office Suite and Web
- Previous sport and refereeing experience
- Previous experience in customer service
- Experience in a leadership or supervisory role; working cooperatively in a team-setting
- Organized, self-motivated, assertive, results oriented
- Responsible, energetic, and creative
- Experience enforcing policies and procedures
- Hiring, training, supervision of RIC's
- Assist with recruitment, hiring, training, and evaluation of all referees

### Send resume, and cover letter to:

Jennifer O'Neill  
Coordinator of Programs

Please submit to the Main Office - Athletics & Recreation

*\*a resume is required for each job you are applying for  
\*be sure to indicate position you are applying for*

### Length of Employment:

Sept. 1 - Apr. 30

March/April hours required for hiring/  
training as well as some summer hours  
for program planning

**Hours:** 4 hours/week in office,  
4 hours supervising at night

### Rate of Pay:

Stipend \$1,700 per term

www.laurierathletics.com