



The Ottawa Power Wheelchair Hockey League (OPWHL) is seeking applicants to fill the position of a **League Coordinator**

Will vary - 5 - 15 hours per week (virtual/remote and in person)

\$16.00 - \$20.00 per hour

February 1, 2025 – August 31, 2025 (with possibility of extension)

The OPWHL is a registered charity and thriving community organization committed to promoting the sport of ball hockey and fostering a love for the game among players in power wheelchairs. We are a recreational and competitive hockey league and we pride ourselves on creating a positive and inclusive environment where everyone can enjoy the sport.

You can learn more on our website at:

[Ottawa Power Wheelchair Hockey League powered by GOALLINE.ca \(opwhl.com\).](http://Ottawa Power Wheelchair Hockey League powered by GOALLINE.ca (opwhl.com).)

Position Responsibilities

The successful candidate will report to the OPWHL Board Chair and will provide coordination and oversight of ongoing activities of the league:

- You will schedule your own hours with the exception of 3 hours on Sundays - in person at Greenboro Community Centre
- Assist in the planning, implementation and evaluation of the organization's programs
- Coordinate day-to-day operations of the league, including:
 - Sunday game days (must be in person at Greenboro Community Centre from noon – 3 pm) ensuring regulations, playing rules and policies of the League are enforced (we do not play on holiday weekends)
 - volunteer scheduling and supervision
 - player engagement and recruitment
 - event planning (e.g., annual player banquet, logistics to support team attendance at tournaments)
- Represent the league at community activities/events to enhance the organization's community profile
- Establish good working relationships and collaborative arrangements with community groups, sponsors, and other organizations to help achieve the goals of the organization
- Work with other volunteers to ensure regular communication with all league

players, volunteers and supporters about the goals, objectives and activities of the league

- Support committees and members of committees as appointed by the Board of Directors
- Attend meetings of the Board of Directors as requested
- Work with Directors to create and maintain a donor recognition program
- Work hard to raise awareness about and ensure the growth and future of the OPWHL through social media, league awareness, recruitment, and promotions within the local community (and other activities/initiatives as specified by the board/chair)
- Must be a strong advocate of the league and para-sport in general

Minimum qualifications

The League Coordinator must be able and willing to:

- Coordinate league operations on a weekly basis, while anticipating upcoming needs and challenges
- Attend Sunday afternoon games, while otherwise working flexible, remote hours
- Work independently, while providing regular updates to the board chair (and others as required)
- Work collaboratively and develop an effective partnership with the League's board chair and other members of the board
- Make effective decisions and solve problems based on established policies, procedures, and rules; identify and raise issues to the board chair as appropriate
- Demonstrate excellent organizational, written, and communication skills, while maintaining regular communication between all interested parties
- Analyze and implement documents such as bylaws, policies, procedures, and rules.
- Meet deadlines, organize and chair required meetings
- Apply their leadership, management, and communication skills to every aspect of their work
- Maintain a document repository to support league operations and other related activities
- Communicate effectively with players, coaches, board members, media and all parties directly or indirectly related to OPWHL business
- Conflict management skills an asset
- Use computer applications (e.g., Microsoft Office) and social media platforms.

Wages to commensurate with candidate's experience.

How to Apply:

If you're excited about the opportunity to make a positive impact on our local power wheelchair hockey community, we'd love to hear from you! Please submit a cover letter with a brief statement of your interest and qualifications as well as your resume to Kelli Tonner, Board Chair – OPWHL at info@opwhl.com by Monday, January 27th, 2025.