Metro East Inferno Female Hockey Association
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www.metroeastinferno.ca

APRIL 17, 2019

Accepting Applications: Metro East Inferno Female Hockey Association – RISK MANAGEMENT COORDINATOR

Metro East Inferno Female Hockey Association is accepting applications for the position of RISK MANAGEMENT COORDINATOR. The role of RISK MANAGEMENT COORDINATOR reports directly to the Vice-President Administration and shall be responsible for, but not limited to, the following:

- Administer, track and maintain coaching certification & requirements, communicate certification opportunities, and advise Division Coordinators of those coaches and team staff who are not in compliance with certification requirements as determined by MEIFHA and Hockey Nova Scotia;
- Be or become qualified in the Hockey Canada Safety Program;
- Be or become qualified in Speak Out!;
- Become familiar with the Hockey Nova Scotia's Risk Management guidelines and bulletins;
- Become familiar with Hockey Canada's guidelines with respect to certifications, safety and insurance;
- Manage MEIFHA's relationships with suppliers, vendors and any related contracts;
- attend all Executive Regular Meetings;
- Ensure the Association is properly insured;
- Provide advice to the Executive Board on actions required to mitigate the Associations' risk;
- Recommend appropriate training courses for coaches where appropriate;
- Recommend first aid training and special courses (e.g. power skating) where appropriate;
- Administer the applicable policies of the Association.

Preferred Skills & Qualifications

- Ability to work well with others;
- Ability to work with computers and to prepare excel and word documents;
- Ability to record data accurately;
- Must have strong administrative and organizational abilities;

Individuals wishing to apply should contact Nicole Delaney at **NDelaney@efficiencyns.ca.**

Warm regards,

Nicole Delaney

VICE-PRESIDENT ADMINISTRATION