

## **FIELD HOCKEY CANADA**

### **Job Opportunity: Pathway Administrator**

#### **Position Summary**

The Pathway Administrator provides operational and administrative support to Field Hockey Canada's national athlete development pathway programs. This role ensures the efficient coordination of camps, tours, competitions, athlete tracking, coach communications, and reporting processes.

The Pathway Administrator reports to and supports the Pathway Director (strategic oversight) and Pathway Coaching Lead (program delivery) by managing logistics, documentation, and system administration so technical staff can focus on athlete and coach development.

#### **Key Responsibilities**

##### **1. Camp & Program Administration**

- Coordinate registration processes for national pathway camps and events.
- Manage athlete and coach communication (invitations, confirmations, information packages).
- Support travel coordination (flights, accommodations, ground transport) in collaboration with Pathway Coaching Lead.
- Prepare and distribute schedules and event documentation.
- Track required documents (waivers, medical forms, Safe Sport compliance).
- Athlete & Coach Database Management
- Maintain athlete tracking databases, including TeamSnap, and RAMP.
- Update selection records, evaluations, and progression tracking.
- Ensure accurate and secure data management in accordance with privacy policies.
- Support reporting needs for pathway staff.

##### **2. Financial & Budget Support**

- Process expense claims for pathway staff and coaches.
- Assist with invoice tracking and reconciliation.
- Maintain financial tracking spreadsheets for pathway programs.

##### **3. Reporting & Documentation**

- Compile camp feedback surveys and summarize results.
- Maintain organized digital filing systems.

- Support compliance documentation (Safe Sport, funding requirements).

#### 4. Operational Support

- Support procurement and distribution of training equipment and clothing.
- Assist with accreditation processes for competitions.
- Help manage timelines and task tracking for annual operational plans.
- Plan and support turf procurement working with the FHC administrator.

#### 5. Youth Tour Support

- Support the planning and delivery of national youth tours, ensuring smooth logistical and administrative execution.
- Coordinate athlete and staff registration processes for youth tours.
- Manage tour communications with athletes, families, and staff, including itineraries, expectations, and pre-departure information.
- Assist with travel logistics, including flights, accommodations, ground transportation, and group bookings in collaboration with the Pathway Coaching Lead.
- Track and collect all required documentation (passports, visas if applicable, waivers, medical forms, insurance).
- Support budgeting and financial tracking for tours, including participant payments, expense tracking, and reconciliation.
- Coordinate tour schedules, match details, and daily itineraries in collaboration with coaching staff and National federations.
- Assist with procurement and distribution of team kit, equipment, and tour materials.
- Provide administrative support during tours as required (remote or on-site, depending on scope and resources).
- Compile post-tour documentation, including feedback surveys, reports, and financial summaries.

#### Qualifications & Experience Required:

- 2+ years' experience in sport administration or similar environment.
- Strong organizational and multitasking skills.
- Proficiency in Microsoft Office and MS SharePoint/Teams
- Experience with registration platforms or athlete management systems.
- Strong written communication skills.

#### Preferred:

- Experience working within a National or Provincial Sport Organization.
- Familiarity with the Canadian sport system.
- Basic financial administration experience.

#### Core Competencies

- Organizational Excellence
- Attention to Detail
- Clear Communication
- Time Management
- Confidentiality & Professionalism
- Collaborative Team Support

#### Work Conditions

- Flexible work schedule, with peak workload occurring during camp and youth tour periods.
- Evening and weekend work may be required during these peak times. Time off in lieu will be provided in accordance with organizational policy.
- This is a hybrid position, with work conducted both remotely and in-office at the Richmond Oval, Richmond, BC.

#### **Application Details:**

Applications for the position will remain open until the position is filled. To apply, please send your resume and a cover letter to Andrea Gibson ([agibson@fieldhockey.ca](mailto:agibson@fieldhockey.ca)). The job title should be in the subject line of the email.

Your application should include the names of two references in your resume. Please note that only those selected for interview will be contacted. Field Hockey Canada is an equal opportunity employer that is committed to fostering diversity, equality, and inclusion in our employment practices. Field Hockey Canada does not tolerate discrimination of any kind.