



## NORTHERN ONTARIO HOCKEY ASSOCIATION

110 LAKESHORE DRIVE  
NORTH BAY, ONTARIO P1A 2A8  
PHONE: (705) 474-8851 • FAX: (705) 474-6019  
[www.noha-hockey.ca](http://www.noha-hockey.ca)



### **Officiating Program Coordinator Northern Ontario Hockey Association (NOHA)**

**Location:** North Bay, Ontario (Hybrid work available following orientation period)

**Position Type:** Full-time, Permanent (37.5 hours per week)

**Reports To:** Executive Director

**Compensation:** Salary range of \$50,000 to \$62,000 – plus benefits

### **About the NOHA**

The Northern Ontario Hockey Association is dedicated to promoting and developing hockey throughout Northern Ontario, providing governance, support, and programs for minor hockey associations, coaches, officials, and players across the region.

### **Position Summary**

The NOHA is seeking an organized, detail-oriented, and experienced **Officiating Program Coordinator** to lead the administration and development of its officiating program. Reporting to the Executive Director and working closely with the NOHA Director of Officials and the NOHA Referee Committee, this role owns officials' development and certification, the supervision program, and communications with officials and Referees-in-Chief, along with the tracking and compliance work that keeps the program running. The successful candidate will care about the integrity of the game and about supporting the officials and volunteers who make hockey happen across Northern Ontario.

### **Key Responsibilities**

- Lead officials' development, including certification and re-certification clinics, Level III seminars, the Officials Program of Excellence, Development Camp, and other initiatives approved by the NOHA Referee Committee
- Coordinate and track the Officiating Supervision Program
- Manage communications with officials and Referees-in-Chief regarding policies, procedures, rule changes, championship selections, and other program information
- Assist with the administration of maltreatment cases, including tracking and reporting requirements with the OHF and Hockey Canada
- Review game sheets and record and track all suspensions in the Hockey Canada Registry (HCR)
- Collaborate with the NOHA Director of Officials on all aspects of the officiating program
- Coordinate logistics for NOHA Board of Directors meetings and the NOHA Annual General Meeting
- Serve as the staff resource to the NOHA Referee Committee



## NORTHERN ONTARIO HOCKEY ASSOCIATION

110 LAKESHORE DRIVE  
NORTH BAY, ONTARIO P1A 2A8  
PHONE: (705) 474-8851 • FAX: (705) 474-6019  
[www.noha-hockey.ca](http://www.noha-hockey.ca)



### **Qualifications**

#### **Education and Experience**

- Post-secondary degree or diploma in sport administration, business, recreation, or a related field, or an equivalent combination of education and experience
- Progressive experience in program coordination or administration, ideally in a sport, non-profit, or member-based organization
- Knowledge of hockey officiating and familiarity with Hockey Canada and OHF programs and structures is a significant asset
- Experience with case or incident administration, tracking, and reporting is an asset
- Bilingualism (French and English) is an asset

#### **Technical Skills**

- Strong computer skills, with proficiency in Microsoft Office (Word, Excel, Outlook)
- Comfort learning and working within registration and database systems such as the Hockey Canada Registry (HCR)
- Ability to maintain accurate records and meet tracking and reporting requirements

#### **Key Competencies**

- Strong organisational and time management skills with the ability to manage multiple priorities and meet deadlines
- Excellent written and verbal communication skills, with the ability to communicate clearly with officials, volunteers, and committees
- Sound judgment, discretion, and composure when handling sensitive and confidential matters
- Collaborative approach with the ability to work effectively with staff, volunteers, and board leadership
- Ability to work independently and take initiative with minimal supervision

#### **Additional Requirements**

- A satisfactory Police Records Check, including Vulnerable Sector Screening, is required as a condition of employment
- Completion of Respect in Sport (Activity Leader) certification, or willingness to complete it upon hire
- A valid Ontario driver's licence and access to a reliable vehicle, with the ability to travel within Northern Ontario



## NORTHERN ONTARIO HOCKEY ASSOCIATION

110 LAKESHORE DRIVE  
NORTH BAY, ONTARIO P1A 2A8  
PHONE: (705) 474-8851 • FAX: (705) 474-6019  
[www.noha-hockey.ca](http://www.noha-hockey.ca)



### Working Conditions

- Standard office environment at the NOHA Office, 110 Lakeshore Drive, North Bay, Ontario
- Hybrid work arrangement available following the orientation period
- Year-round position; workload increases during peak periods of the hockey season
- Regular evening and weekend work required to support clinics, seminars, camps, championships, and meetings
- Travel within Northern Ontario required

### What We Offer

- A full-time, permanent position with a salary range of \$50,000 to \$62,000, commensurate with experience
- Comprehensive health benefits package
- A collaborative, supportive team environment in a sport you care about
- The opportunity to shape officiating across Northern Ontario

### Application Process

Interested candidates should submit a cover letter and résumé outlining their interest in the role and relevant experience to [hr@noha-hockey.ca](mailto:hr@noha-hockey.ca).

Applications will be accepted until August 3, 2026. Only candidates selected for an interview will be contacted.

*The NOHA is committed to providing an inclusive and accessible work environment. Accommodations are available upon request during the recruitment process.*