



# HOCKEY CANADA

## JOB POSTING



**POSITION:** MANAGER, HOCKEY CANADA REGIONAL CENTRE QUEBEC

**EMPLOYEE:** VACANT

**REPORTS TO:** VICE PRESIDENT, HOCKEY DEVELOPMENT

**LOCATION:** MONTREAL

**STATUS:** FULL-TIME

**DATE:** 2013

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### THE ORGANIZATION:

World sports leaders, Hockey Canada is the governing body for hockey in Canada and a member of the International Ice Hockey Federation (IIHF), with a membership through its 13 provincial branch associations of over 700,000 players, coaches and officials. Hockey Canada is a not-for-profit organization that creates leading-edge hockey development programs for its members to deliver in communities across Canada, provides consistent rules and regulations and various other membership services from coast to coast, manages numerous regional, national and international hockey championships and events, and leads the operation of all teams that represent Canada in international hockey competition. Hockey Canada's mission is to "lead, develop and promote positive hockey experiences."

### GENERAL RESPONSIBILITIES:

- Initiate, design, and articulate a work plan in discussion with Hockey Canada program staff, Branch personnel, and NHL Development program staff
- Develop and monitor delivery of all Hockey Canada development programs including Hockey Canada Skills Camps, Hockey Canada Skills Combine, Hockey Canada Summer Camps, Dream Come True Program and new Recruitment and Retention initiatives
- Continue to research the recruitment/retention issues that impact Hockey Canada and develop a strategy to combat these issues
- Develop, in relation with Hockey Quebec, initiatives that can answer the Quebec Hockey Summit recommendations published in 2012
- Continue to build strong working relationships with Hockey Quebec and the Montreal Canadiens, in order to professionally execute initiatives such as:
  - Coaching Day
  - Hockey Quebec AGA
  - Provincial Championships
  - Montreal Canadiens Skills Camps and Summer Camps
  - Combines

- Work with outside partners that have similar objectives to grow the game such as the NHL, NHLPA, LHJMQ, One Goal, government agencies, etc...
- Develop and monitor Hockey Canada Quebec Regional Centre office budget
- Where appropriate and necessary, manage personnel – including full time staff, contracted staff, and volunteer personnel engaged in the delivery and support of programs identified in the annual work plan. This could include: recruitment, training, managing and evaluating personnel
- Manage day-to-day office operations and deal with suppliers
- Plan for and manage all inventories of supplies, resources, and material required in the delivery of programs and operations
- Provide support and liaison with other departments of Hockey Canada when need be for specific projects / initiatives
- Manage the Dream Come True program with the existing3 participating MHA ,as well as a new MHA
- Work on promoting Floor Ball in Quebec as a way of promoting the growth of hockey

#### **ESSENTIAL SKILLS:**

- A positive customer focused attitude with an ability to deal with challenging situations with integrity, empathy and sincerity
- Well-developed written and verbal communication skills
- Ability to work in a team-based environment (HCQRC, Branches, Hockey Canada)
- **Bilingualism (English and French) is mandatory**
- Computer literate, including Microsoft Office, internet and e-mail
- Communicate and work with volunteers and the general public with attention to detail and immediate follow up
- Demonstrate an understanding of all Hockey Canada and Hockey Quebec programs and initiatives
- Thorough knowledge of accounting practices including budget development and implementation
- Excellent organizational skills with the ability to manage multiple projects and deadlines maintaining attention to detail
- Experience working in the hockey environment
- Post-secondary education in a related field such as Sports Administration, Coaching Science, etc

Qualified applicants are invited to submit their resume and salary expectations by November 22, 2013 by 9:00 am (MST) to:

Manager, Human Resources  
Hockey Canada  
Suite 201, 151 Canada Olympic Road SW  
Calgary, AB T3B 6B7  
Fax: (403) 777-3635  
E-mail: [jobs@hockeycanada.ca](mailto:jobs@hockeycanada.ca)

**For more information please visit**

<http://www.hockeycanada.ca/jobs>